



Department of Foreign Affairs

**CITIZEN'S CHARTER**  
(2022 1st Edition)



Department of Foreign Affairs

**CITIZEN'S CHARTER**  
(2022 1<sup>st</sup> Edition)



## I. Mandate

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

## II. Vision

A resilient foreign service for a strong Philippines.

## III. Mission

To promote and protect Philippine interests in the global community.

## IV. Service Pledge

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



## LIST OF SERVICES

### **Board of Foreign Service Administration (BFSA) Secretariat ..... 20**

#### **Internal Services**

1. Processing of BFSA Clearance ..... 21
2. Processing of Application for Certification of No Pending Administrative Case ..... 22
3. Responding to Requests for Certified True Copies of Case Documents ..... 23

### **Department Legislative Liaison Unit (DLLU) ..... 24**

#### **External Services**

1. Processing of Consular Endorsements from Legislators ..... 25
2. Coordinating DFA attendance to Legislative Meetings/Hearings ..... 25
3. Transmittal of DFA Recommendations to the Legislative ..... 26
4. Processing of Assistance-to-Nationals Referrals from Legislators ..... 26

#### **Internal Services**

1. Transmittal of Special Messages to and from the Legislative ..... 28
2. Acquisition of Legislative Documents, Congressional Materials, etc. ..... 28
3. Coordinating submission of inputs and participation in the DFA Budget Hearings by the Legislative ..... 29

### **Intelligence and Security Unit (ISU) ..... 31**

#### **External Services**

1. Entry/Exit Permits to Foreign Ships ..... 32
2. Landing/Overflight Clearances for Aircrafts ..... 33
3. Security Coverage for Visiting Dignitaries and Embassies ..... 34
4. Firearms Clearance for Security Officers of the Visiting Dignitaries ..... 34
5. Radio Frequency Clearance ..... 35

#### **Internal Services**

1. Background Check for hiring DFA Personnel ..... 38
2. Authority to Post to Issue Provisional Certificate of Philippine Registry ..... 39

### **Office of Asset Management and Support Services (OAMSS) ..... 41**

#### **Internal Services**

1. Property and Support Services Division – Return of Equipment ..... 42
2. Property and Support Services Division – Transfer of Equipment ..... 42
3. Property and Support Services Division – Clearance from Accountabilities ..... 43
4. Property and Support Services Division – Request for Accountable Form ..... 44
5. Property and Support Services Division – Request to Borrow Flag/s ..... 44
6. Property and Support Services Division – Issuance of PAR/ICS ..... 45
7. Property and Support Services Division – Signing of Inspection and Acceptance Receipt ..... 45
8. Property and Support Services Division – Request for Approval of Gate Pass ..... 46
9. Property and Support Services Division – Request for Disposal ..... 47
10. Property and Support Services Division – Procurement from PS-DBM ..... 48
11. Property and Support Services Division – Issuance of Memorandum for Price Verification and Certification of Non-Availability of Stocks ..... 49
12. Property and Support Services Division – Issuance of Purchase Order / Job Order ..... 50



13. Property and Support Services Division – Numbering of Purchase Requests .....	50
14. Property and Support Services Division – Issuance of Supplies.....	51
15. Property and Support Services Division – Request for Issuance of Mobile Phones .....	51
16. Property and Support Services Division – Request for Use of Official Vehicle .....	52
17. Property and Support Services Division – Request for Use of Lease Vehicle on Holidays, Weekends, Overnight and/or Out of Town .....	52
18. Property and Support Services Division – Request for Issuance of Unavailability of Official Vehicle..	53
19. Engineering and Maintenance Division – Request for Repair/Plumbing Services.....	54
20. Engineering and Maintenance Division – Request for Repair/Electrical Services .....	55
21. Engineering and Maintenance Division – Request for Audio-Visual Technical Support .....	55
22. Engineering and Maintenance Division – Request for Furniture Building.....	56
23. Engineering and Maintenance Division – Request for Repair/Civil Works.....	56
24. Information and Communications Technology Division – IT Repair .....	57
25. Information and Communications Technology Division – Videoconferencing and Livestreaming Assistance .....	58
26. Information and Communications Technology Division – Website Assistance .....	59
27. Information and Communications Technology Division – 8888 Hotline Technical Assistance .....	60
28. Information and Communications Technology Division – Processing of Electronic Communications	62
29. Information and Communications Technology Division – Transferring and Management of Calls ....	63
30. General Records and Archives Division – Record Disposal.....	63
31. General Records and Archives Division – Numbering and Releasing of Department Issuances .....	64
32. General Records and Archives Division – Receiving of Documents .....	64
33. General Records and Archives Division – Certifying Documents as True Copies (CTC) .....	65
34. General Records and Archives Division – Releasing and Numbering of Documents .....	65
35. General Records and Archives Division – Appraisal, Accessioning and Acquisition of DFA Records ...	66
36. General Records and Archives Division – Preparation of Finding Aids .....	67
37. General Records and Archives Division – Reference Service / Assistance to Researchers .....	68
38. General Records and Archives Division – Technical Assistance / Advice on Records / Archives Management.....	70
39. General Records and Archives Division – Receiving and Timely Distribution and Proper Recording of Incoming Documents Sent by FSPs .....	71
40. General Records and Archives Division – Transmittal of Documents and Packages to FSPs and COs through Diplomatic Pouch .....	72
41. General Records and Archives Division – Sending of Letters, Documents and Parcels for Delivery Through Designated Couriers .....	73
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 .....	74
43. Overseas and Regional Properties and Contract Management Division – Acquisition of Real Properties Abroad and/or Construction of Building/s or Improvement/s .....	75
44. Overseas and Regional Properties and Contract Management Division – Renovation and/or Major Repairs.....	78



45. Overseas and Regional Properties and Contract Management Division – Purchase of Furniture, Fixtures, Equipment (FFE) .....	80
46. Overseas and Regional Properties and Contract Management Division – Long-Term Leases .....	82
47. Overseas and Regional Properties and Contract Management Division – Car Re-fleeting Program (CRP) .....	84
48. Overseas and Regional Properties and Contract Management Division – New Lease Contracts.....	85
49. Overseas and Regional Properties and Contract Management Division – Renewal/Extension of Lease Contracts.....	86
50. Overseas and Regional Properties and Contract Management Division – Contract Monitoring .....	87
51. Overseas and Regional Properties and Contract Management Division – Processing of Other Property-Related Requests.....	88
<b>Office of Protocol (OP).....</b>	<b>89</b>
<b>External Services</b>	
1. Provision of Protocol Assistance for Government-Hosted Events Attended by members of the Diplomatic Corps.....	90
2. Assistance during High Level Visits.....	91
3. Presentation of Credentials Ceremony .....	92
4. Turnover License Plates Surrendered by Diplomatic and Consular Missions and International Organizations and their Personnel after Disposal of the Motor Vehicle .....	93
5. Issuance of Certificate of No Resident Embassy in the Philippines .....	94
6. Diplomatic and Consular List or Directory .....	95
7. Airport Endorsements and Port Courtesies .....	96
<b>Internal Services</b>	
1. Assistance on Protocol Matters during Official Events .....	98
2. Airport Endorsements and Port Courtesies .....	99
<b>Human Resources Management Office (HRMO) .....</b>	<b>101</b>
<b>External Services</b>	
1. Processing of Application for Home-based Plantilla, Contractual, and Contract of Service Position	102
2. Processing of Appointment and Office Order of Successful Applicants (Contractuals) .....	104
3. Processing of Contracts of Successful Applicants (Contract of Service [COS]) .....	107
4. Processing of Appointments of Successful Applicants (Home-based Plantilla Positions) .....	109
5. Compliance with Subpoenas Issued by Courts and Quasi-Judicial Bodies .....	112
6. Service Attachés Unit – Opening, Expanding or Closing of the Partner Agency at FSP.....	113
7. Service Attachés Unit – Deployment of Partner Agency Personnel.....	114
8. Service Attachés Unit – Passport Application of Partner Agency Personnel.....	117
9. Service Attachés Unit – End of Tour of Duty of Partner Agency Personnel.....	120
10. Service Attachés Unit – Other Matters .....	123
<b>Internal Services</b>	

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.....	126
2. Availment of Financial Assistance through One Appeal Plan .....	128
3. Enrollment of children of DFA employees with the DFA Day Care Center.....	130



4. Enrollment and Updating of Records with PhilHealth .....	131
5. Issuance of Airline Tickets for DFA Personnel Travelling to Assume Post .....	132
6. Issuance of an Official Passport to Private Staff .....	134
7. Approval of Leave Applications of Heads of Post .....	136
8. Approval of Leave Applications of Foreign Service Personnel other than Heads of Post .....	138
9. Initial Terminal Leave Benefits (TLB) Claim.....	140
10. Issuance of Medical Clearance to DFA Personnel to be Deployed .....	142
11. Enrolment and Updating of Records with the Home Development Mutual Fund (Pag-IBIG) .....	143
12. Processing of Annual Personnel Movement.....	145
13. Processing of Authorization to Hire a Locally Hired Employee of Foreign Service Posts (FSPs).....	147
14. Processing of Requests from Foreign Service Posts and Consular Offices for Authority to Implement GAD Activities .....	148
15. Verification of Status of Personnel Who are Due for Promotion, Assignment or Possible Recipient of Awards in Relation to Pending Administrative Cases.....	149
16. Provision of Personnel Information Sheet/Service Record and Other Documents from 201 File....	150
17. Processing of Appeals on IPCRF Ratings .....	151
18. Verification of Personnel's Performance Ratings .....	152
19. Honorary Consuls Appointment.....	153
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 .....	157
21. Conduct of Webinars for Capability Building on Gender and Development of GFPOs and Alternates, and Department Personnel .....	158

## **Office of Financial Management Services (OFMS) ..... 160**

### **External Services**

1. Payment Process Disbursement Voucher after Obligation and Request Status – Contract based – Public Bidding and Other Modes of Procurement – Fixed .....	161
2. Payment Process Disbursement Voucher after Obligation and Request Status – Contract based – Public Bidding and Other Modes of Procurement – Part of Lump Sum.....	165
3. Payment Process Disbursement Voucher after Obligation and Request Status – based on actual expenses .....	170

### **Internal Services**

1. Home Office Accounting Division Services – Application for Clearance from Financial Accountability (Form 1) .....	175
2. Home Office Accounting Division Services – Issuance of Certificate of Last Payment.....	177
3. Home Office Accounting Division Services – Issuance of Hotel Authority for Foreign Assignment (in lieu of LQA) .....	179

## **Office of the Undersecretary for Migrant Workers' Affairs (OUMWA) ..... 181**

### **External Services**

1. ATN Services – Whereabouts / Ascertaining Condition .....	182
2. ATN Services – Family Financial Support.....	184
3. ATN Services – Repatriation.....	186
4. ATN Services – Medical Repatriation .....	189



5. ATN Services – Shipment of Remains / Cremated Remains .....	192
6. ATN Services – Shipment of Personal Belongings.....	197
7. ATN Services – Employment-related Concerns.....	200
8. ATN Services – Jail Visitation .....	203
9. ATN Services – Compassionate Visit of the Next-of-Kin (NOK).....	205
10. ATN Services – Request for Report of Death (ROD) and other Civil Registry Documents.....	209
11. ATN Services – Recommendation for Blacklisting.....	211
12. ATN Services – Monetary Claims / Inheritance Claims.....	213
13. ATN Services – End-of-Service Benefits (ESB) Claims.....	215
14. ATN Services – Assistance to Detained OFWS and those Serving Prison Terms.....	218
15. ATN Services – Provision of Services of Lawyers .....	220
16. Special ATN Concerns – Monitoring of Death Penalty Cases .....	223
17. Special ATN Concerns – Piracy .....	223
18. Special ATN Concerns – Maritime Issues.....	223
19. Special ATN Concerns – Transnational Crime (i.e. Trafficking in Persons, Illegal Recruitment, Human Smuggling) .....	223
20. Special ATN Concerns – Child Custody / Parental Child Abduction Cases.....	223
21. Special ATN Concerns – Assistance to Kidnapping and Hostage Victims .....	223
<b>Office of Public and Cultural Diplomacy (OPCD).....</b>	<b>227</b>
<b>External Services</b>	
1. Receiving and Processing Media Interview Requests .....	228
2. Receiving, Processing, and Responding to Media Queries.....	230
3. Responding to Social Media Feedback: Assistance-to-National .....	231
4. Responding to Social Media Feedback: Consular Services .....	232
5. Media Accreditation .....	233
6. Responding to Freedom of Information (FOI) Requests .....	234
<b>Office of Consular Affairs (OCA) .....</b>	<b>236</b>
<b>External Services</b>	
1. Authentication Services – Authentication/Apostille .....	237
2. Authentication Services - Certification.....	243
3. Civil Registration Services – Report of Birth .....	246
4. Civil Registration Services – Report of Marriage.....	261
5. Civil Registration Services – Report of Death .....	270
6. Civil Registration Services – Certificate of Filing .....	272
7. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First-Time Applicants .....	273
8. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	276
9. Passport Services – Regular Passport Services – Passport Releasing Requirements and Process.....	279
10. Passport Services – Regular Passport Services – Unclaimed Passport Certification Requirements and Process.....	281
11. Passport Services – Regular Passport Services – Passport Certification Requirements and Process	283
12. Passport Services – Regular Passport Services – Convention Travel Document for Stateless Persons and Refugees.....	285



13. Passport Services – Passport Processing Courtesy Lane .....	286
14. Passport Services – Issuance of Diplomatic and Official Philippine Passports .....	301
15. Passport Services – Revalidation of Diplomatic and Official Philippine Passports .....	303
16. Passport Services – Issuance of Notes Verbale and Letter Visa Endorsements to Holders of Diplomatic and Official Philippine Passports .....	306
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 .....	308
18. Visa Services – Approval and Issuance of APEC Business Travel Card (ABTC) Application.....	310
19. Visa Services – Acceptance of Endorsement Letter from Philippine Government Agency, Foreign Government Entity and Private Entity for Issuance of Appropriate Visas at Foreign Service Posts ..	314
<b>Internal Services</b>	
1. Consular Records Division – Transmittal of Applications Received at OCA Aseana/Consular Offices to Foreign Service Posts.....	316
2. Consular Records Division – Transmittal of Recorded Vital Events Received from Foreign Service Posts to the Philippine Statistics Authority .....	317
3. Visa Division – Authority to Issue Visas at Post – of 9(a) Visa to Nationals under Category A.....	318
4. Visa Division – Authority to Issue Visas at Post – of 9(f) Visa Endorsed by PH Schools & Universities .....	319
5. Visa Division – Authority to Issue Visas at Post – of 9(a) Visa Convertible to 9(f), 9(g), 47(a)(2), & 47(b) .....	320
6. Visa Division – Authority to Issue Visas at Post – of 9(g) Visa by virtue of Bureau of Immigration Endorsement.....	321
7. Visa Division – Authority to Issue Visas at Post – of 9(g) Visa by virtue of Department of Justice Endorsement.....	322
8. Visa Division – Authority to Issue Visas at Post – of 9(e) Visa for Incoming Foreign Government Officials & International Organizations .....	323
<b>Consular Office – NCR – Central .....</b>	<b>325</b>
<b>External Services</b>	
1. Passport Services – Courtesy Lane .....	326
<b>Internal Services</b>	
1. Application for Vacation or Sick Leave .....	336
2. Issuance of Certificate of Employment .....	337
3. Issuance of Certificate for Travel Abroad .....	338
<b>Consular Office – NCR – East .....</b>	<b>340</b>
<b>External Services</b>	
1. Authentication Services – Authentication / Apostille .....	341
2. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	346
3. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	349
4. Passport Services – Courtesy Lane .....	352
<b>Internal Services</b>	
1. Application for Vacation or Sick Leave .....	361



2.	Issuance of Certificate of Employment .....	362
3.	Issuance of Certificate for Travel Abroad .....	363
<b>Consular Office – NCR – North .....</b>	<b>365</b>	
<b>External Services</b>		
1.	Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	366
2.	Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	369
3.	Passport Services – Courtesy Lane .....	372
<b>Internal Services</b>		
1.	Application for Vacation or Sick Leave .....	382
2.	Issuance of Certificate of Employment .....	383
3.	Issuance of Certificate for Travel Abroad .....	384
<b>Consular Office – NCR – Northeast .....</b>	<b>386</b>	
<b>External Services</b>		
1.	Authentication Services – Authentication / Apostille .....	387
2.	Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	392
3.	Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	396
4.	Passport Services – Courtesy Lane .....	399
<b>Internal Services</b>		
1.	Application for Vacation or Sick Leave .....	408
2.	Issuance of Certificate of Employment .....	409
3.	Issuance of Certificate for Travel Abroad .....	410
<b>Consular Office – NCR – South.....</b>	<b>412</b>	
<b>External Services</b>		
1.	Authentication Services – Authentication / Apostille .....	413
2.	Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	418
3.	Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	422
4.	Passport Services – Courtesy Lane .....	424
<b>Internal Services</b>		
1.	Application for Vacation or Sick Leave .....	433
2.	Issuance of Certificate of Employment .....	434
3.	Issuance of Certificate for Travel Abroad .....	435
<b>Consular Office – NCR – West .....</b>	<b>437</b>	
<b>External Services</b>		
1.	Authentication Services – Authentication / Apostille .....	438
2.	Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	443
3.	Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	447
4.	Passport Services – Courtesy Lane .....	450
<b>Internal Services</b>		



1. Application for Vacation or Sick Leave .....	459
2. Issuance of Certificate of Employment .....	460
3. Issuance of Certificate for Travel Abroad .....	461

## **Consular Office – Angeles, Pampanga ..... 463**

### **External Services**

1. Civil Registration Services – Report of Birth .....	464
2. Civil Registration Services – Report of Marriage.....	478
3. Civil Registration Services – Report of Death .....	486
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	488
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	492
6. Passport Services – Courtesy Lane .....	495

### **Internal Services**

1. Application for Vacation or Sick Leave .....	504
2. Issuance of Certificate of Employment .....	505
3. Issuance of Certificate for Travel Abroad .....	506

## **Consular Office – Antipolo City, Rizal..... 508**

### **External Services**

1. Civil Registration Services – Report of Birth .....	509
2. Civil Registration Services – Report of Marriage.....	523
3. Civil Registration Services – Report of Death .....	531
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	533
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	537
6. Passport Services – Courtesy Lane .....	540

### **Internal Services**

1. Application for Vacation or Sick Leave .....	549
2. Issuance of Certificate of Employment .....	550
3. Issuance of Certificate for Travel Abroad .....	551

## **Consular Office – Bacolod City, Negros Occidental ..... 553**

### **External Services**

1. Civil Registration Services – Report of Birth .....	554
2. Civil Registration Services – Report of Marriage.....	568
3. Civil Registration Services – Report of Death .....	576
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	578
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	582
6. Passport Services – Courtesy Lane .....	585

### **Internal Services**

1. Application for Vacation or Sick Leave .....	594
2. Issuance of Certificate of Employment .....	595
3. Issuance of Certificate for Travel Abroad .....	596



## **Consular Office – Baguio City, Benguet ..... 598**

### **External Services**

1. Civil Registration Services – Report of Birth .....	599
2. Civil Registration Services – Report of Marriage.....	613
3. Civil Registration Services – Report of Death .....	621
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	623
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	627
6. Passport Services – Courtesy Lane .....	630

### **Internal Services**

1. Application for Vacation or Sick Leave .....	639
2. Issuance of Certificate of Employment .....	640
3. Issuance of Certificate for Travel Abroad .....	641

## **Consular Office – Butuan City, Agusan del Norte ..... 643**

### **External Services**

1. Civil Registration Services – Report of Birth .....	644
2. Civil Registration Services – Report of Marriage.....	658
3. Civil Registration Services – Report of Death .....	666
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	668
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	672
6. Passport Services – Courtesy Lane .....	675

### **Internal Services**

1. Application for Vacation or Sick Leave .....	684
2. Issuance of Certificate of Employment .....	685
3. Issuance of Certificate for Travel Abroad .....	686

## **Consular Office – Cagayan De Oro City, Misamis Oriental..... 688**

### **External Services**

1. Civil Registration Services – Report of Birth .....	689
2. Civil Registration Services – Report of Marriage.....	703
3. Civil Registration Services – Report of Death .....	711
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	713
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	717
6. Passport Services – Courtesy Lane .....	720

### **Internal Services**

1. Application for Vacation or Sick Leave .....	729
2. Issuance of Certificate of Employment .....	730
3. Issuance of Certificate for Travel Abroad .....	731

## **Consular Office – Calasiao, Pangasinan ..... 733**

### **External Services**

1. Civil Registration Services – Report of Birth .....	734
--	-----



2. Civil Registration Services – Report of Marriage .....	748
3. Civil Registration Services – Report of Death .....	756
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	758
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport .....	762
6. Passport Services – Courtesy Lane .....	765
<b>Internal Services</b>	
1. Application for Vacation or Sick Leave .....	774
2. Issuance of Certificate of Employment .....	775
3. Issuance of Certificate for Travel Abroad .....	776
<b>Consular Office – Mandaue City, Cebu .....</b>	<b>778</b>
<b>External Services</b>	
1. Authentication Services – Authentication / Apostille .....	779
2. Civil Registration Services – Report of Birth .....	784
3. Civil Registration Services – Report of Marriage .....	798
4. Civil Registration Services – Report of Death .....	806
5. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	808
6. Passport Services – Regular Passport Services – Renewal of a Regular Passport .....	812
7. Passport Services – Courtesy Lane .....	815
<b>Internal Services</b>	
1. Application for Vacation or Sick Leave .....	824
2. Issuance of Certificate of Employment .....	825
3. Issuance of Certificate for Travel Abroad .....	826
<b>Consular Office – Clarin, Misamis Occidental .....</b>	<b>828</b>
<b>External Services</b>	
1. Civil Registration Services – Report of Birth .....	829
2. Civil Registration Services – Report of Marriage .....	843
3. Civil Registration Services – Report of Death .....	851
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	853
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport .....	857
6. Passport Services – Courtesy Lane .....	860
<b>Internal Services</b>	
1. Application for Vacation or Sick Leave .....	869
2. Issuance of Certificate of Employment .....	870
3. Issuance of Certificate for Travel Abroad .....	871
<b>Consular Office – Cotabato City, Maguindanao .....</b>	<b>873</b>
<b>External Services</b>	
1. Civil Registration Services – Report of Birth .....	874
2. Civil Registration Services – Report of Marriage .....	888
3. Civil Registration Services – Report of Death .....	896



4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	898
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	902
6. Passport Services – Courtesy Lane .....	905
<b>Internal Services</b>	
1. Application for Vacation or Sick Leave .....	914
2. Issuance of Certificate of Employment .....	915
3. Issuance of Certificate for Travel Abroad .....	916
<b>Consular Office – Dasmariñas, Cavite .....</b>	<b>918</b>
<b>External Services</b>	
1. Civil Registration Services – Report of Birth .....	919
2. Civil Registration Services – Report of Marriage.....	933
3. Civil Registration Services – Report of Death .....	941
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	943
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	947
6. Passport Services – Courtesy Lane .....	950
<b>Internal Services</b>	
1. Application for Vacation or Sick Leave .....	959
2. Issuance of Certificate of Employment .....	960
3. Issuance of Certificate for Travel Abroad .....	961
<b>Consular Office – Davao City, Davao del Sur .....</b>	<b>963</b>
<b>External Services</b>	
1. Authentication Services – Authentication / Apostille .....	964
2. Civil Registration Services – Report of Birth .....	969
3. Civil Registration Services – Report of Marriage.....	983
4. Civil Registration Services – Report of Death .....	991
5. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	993
6. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	997
7. Passport Services – Courtesy Lane .....	1000
<b>Internal Services</b>	
1. Application for Vacation or Sick Leave .....	1009
2. Issuance of Certificate of Employment .....	1010
3. Issuance of Certificate for Travel Abroad .....	1011
<b>Consular Office – Dumaguete City, Negros Oriental.....</b>	<b>1013</b>
<b>External Services</b>	
1. Civil Registration Services – Report of Birth .....	1014
2. Civil Registration Services – Report of Marriage.....	1028
3. Civil Registration Services – Report of Death .....	1036
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1038



5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1042
6. Passport Services – Courtesy Lane .....	1045

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1054
2. Issuance of Certificate of Employment .....	1055
3. Issuance of Certificate for Travel Abroad .....	1056

## **Consular Office – General Santos City, South Cotabato ..... 1058**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1059
2. Civil Registration Services – Report of Marriage.....	1073
3. Civil Registration Services – Report of Death .....	1081
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1083
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1087
6. Passport Services – Courtesy Lane .....	1090

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1099
2. Issuance of Certificate of Employment .....	1100
3. Issuance of Certificate for Travel Abroad .....	1101

## **Consular Office – San Nicolas, Ilocos Norte ..... 1103**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1104
2. Civil Registration Services – Report of Marriage.....	1118
3. Civil Registration Services – Report of Death .....	1126
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1128
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1132
6. Passport Services – Courtesy Lane .....	1135

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1144
2. Issuance of Certificate of Employment .....	1145
3. Issuance of Certificate for Travel Abroad .....	1146

## **Consular Office – Iloilo City, Iloilo ..... 1148**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1149
2. Civil Registration Services – Report of Marriage.....	1163
3. Civil Registration Services – Report of Death .....	1171
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1173
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1177
6. Passport Services – Courtesy Lane .....	1180

### **Internal Services**



1. Application for Vacation or Sick Leave .....	1189
2. Issuance of Certificate of Employment .....	1190
3. Issuance of Certificate for Travel Abroad .....	1191

## **Consular Office – San Fernando City, La Union ..... 1193**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1194
2. Civil Registration Services – Report of Marriage.....	1208
3. Civil Registration Services – Report of Death .....	1216
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1218
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1222
6. Passport Services – Courtesy Lane .....	1225

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1234
2. Issuance of Certificate of Employment .....	1235
3. Issuance of Certificate for Travel Abroad .....	1236

## **Consular Office – Legazpi City, Albay..... 1238**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1239
2. Civil Registration Services – Report of Marriage.....	1253
3. Civil Registration Services – Report of Death .....	1261
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1263
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1267
6. Passport Services – Courtesy Lane .....	1270

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1279
2. Issuance of Certificate of Employment .....	1280
3. Issuance of Certificate for Travel Abroad .....	1281

## **Consular Office – Lipa City, Batangas ..... 1283**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1284
2. Civil Registration Services – Report of Marriage.....	1298
3. Civil Registration Services – Report of Death .....	1306
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1308
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1312
6. Passport Services – Courtesy Lane .....	1315

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1324
2. Issuance of Certificate of Employment .....	1325
3. Issuance of Certificate for Travel Abroad .....	1326



## **Consular Office – Lucena City, Quezon ..... 1328**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1329
2. Civil Registration Services – Report of Marriage.....	1343
3. Civil Registration Services – Report of Death .....	1351
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1353
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1357
6. Passport Services – Courtesy Lane .....	1360

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1369
2. Issuance of Certificate of Employment .....	1370
3. Issuance of Certificate for Travel Abroad .....	1371

## **Consular Office – Malolos City, Bulacan ..... 1373**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1374
2. Civil Registration Services – Report of Marriage.....	1388
3. Civil Registration Services – Report of Death .....	1396
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1398
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1402
6. Passport Services – Courtesy Lane .....	1405

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1414
2. Issuance of Certificate of Employment .....	1415
3. Issuance of Certificate for Travel Abroad .....	1416

## **Consular Office – Paniqui, Tarlac ..... 1418**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1419
2. Civil Registration Services – Report of Marriage.....	1433
3. Civil Registration Services – Report of Death .....	1441
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1443
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1448
6. Passport Services – Courtesy Lane .....	1452

## **Consular Office – San Fernando, Pampanga ..... 1467**

### **External Services**

1. Authentication Services – Authentication / Apostille .....	1468
2. Civil Registration Services – Report of Birth .....	1473
3. Civil Registration Services – Report of Marriage.....	1487
4. Civil Registration Services – Report of Death .....	1495



5. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1497
6. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1501
7. Passport Services – Courtesy Lane .....	1504

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1513
2. Issuance of Certificate of Employment .....	1514
3. Issuance of Certificate for Travel Abroad .....	1515

## **Consular Office – Puerto Princesa City, Palawan..... 1517**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1518
2. Civil Registration Services – Report of Marriage.....	1532
3. Civil Registration Services – Report of Death .....	1540
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1542
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1546
6. Passport Services – Courtesy Lane .....	1548

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1558
2. Issuance of Certificate of Employment .....	1558
3. Issuance of Certificate for Travel Abroad .....	1560

## **Consular Office – Santiago City, Isabela ..... 1562**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1563
2. Civil Registration Services – Report of Marriage.....	1577
3. Civil Registration Services – Report of Death .....	1585
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1587
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1591
6. Passport Services – Courtesy Lane .....	1593

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1603
2. Issuance of Certificate of Employment .....	1604
3. Issuance of Certificate for Travel Abroad .....	1605

## **Consular Office – San Pablo City, Laguna ..... 1607**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1608
2. Civil Registration Services – Report of Marriage.....	1622
3. Civil Registration Services – Report of Death .....	1630
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1632
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1636



6. Passport Services – Courtesy Lane .....	1638
--	------

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1648
2. Issuance of Certificate of Employment .....	1649
3. Issuance of Certificate for Travel Abroad .....	1650

## **Consular Office – Tacloban City, Leyte ..... 1652**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1653
2. Civil Registration Services – Report of Marriage.....	1667
3. Civil Registration Services – Report of Death .....	1675
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1677
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1681
6. Passport Services – Courtesy Lane .....	1684

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1693
2. Issuance of Certificate of Employment .....	1694
3. Issuance of Certificate for Travel Abroad .....	1695

## **Consular Office – Tagum City, Davao del Norte ..... 1697**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1698
2. Civil Registration Services – Report of Marriage.....	1712
3. Civil Registration Services – Report of Death .....	1720
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1722
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1726
6. Passport Services – Courtesy Lane .....	1729

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1738
2. Issuance of Certificate of Employment .....	1739
3. Issuance of Certificate for Travel Abroad .....	1740

## **Consular Office – Tuguegarao City, Cagayan ..... 1742**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1743
2. Civil Registration Services – Report of Marriage.....	1757
3. Civil Registration Services – Report of Death .....	1765
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1767
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1771
6. Passport Services – Courtesy Lane .....	1774

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1783
---	------



2. Issuance of Certificate of Employment .....	1784
3. Issuance of Certificate for Travel Abroad .....	1785

## **Consular Office – Zamboanga City, Zamboanga del Sur ..... 1787**

### **External Services**

1. Civil Registration Services – Report of Birth .....	1788
2. Civil Registration Services – Report of Marriage.....	1802
3. Civil Registration Services – Report of Death .....	1810
4. Passport Services – Regular Passport Services – Issuance of a Regular Passport for First Time Applicants .....	1812
5. Passport Services – Regular Passport Services – Renewal of a Regular Passport.....	1816
6. Passport Services – Courtesy Lane .....	1819

### **Internal Services**

1. Application for Vacation or Sick Leave .....	1828
2. Issuance of Certificate of Employment .....	1829
3. Issuance of Certificate for Travel Abroad .....	1830



# **Board of Foreign Service Administration (BFSA) Secretariat**

## **INTERNAL SERVICES**



## 1. Application for BFSA Clearance

<b>Office or Division:</b>	BFSA Secretariat			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Philippine Government to Individuals			
<b>Who may avail:</b>	DFA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the accomplished Clearance Form and Supporting Documents to the BFSA Secretariat		-	1 Day	UA Incoming Communications Officer or BFSA Secretariat staff
		-		BFSA Secretariat staff
		-	1 Day	BFSA Secretariat staff
		-		BFSA Board Secretary or Asst. Board Secretary
2. Applicant or authorized representative picks up the signed/annotated clearance		-	1 Day	BFSA Secretariat staff
		<b>TOTAL</b>	<b>0</b>	<b>3 Days</b>



## 2. Application for Certification of No Pending Administrative Case

<b>Office or Division:</b>	BFSA Secretariat			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Philippine Government to Individuals			
<b>Who may avail:</b>	DFA Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter for Certification of No Pending Administrative Case addressed to the BFSA Secretariat, indicating the: - Name of the Applicant - Purpose of the Certification		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 draft Certification to the staff for finalization	-	1 Day	BFSA Board Secretary or Asst. Board Secretary
	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 Logsheet, together with the date of receipt	-	1 Day	BFSA Secretariat staff
<b>TOTAL</b>		<b>0</b>	<b>7 Days</b>	



### 3. Request for Certified True Copy of Case Documents

<b>Office or Division:</b>	BFSA Secretariat			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Philippine Government to Individuals; Philippine Government to Other Offices			
<b>Who may avail:</b>	Parties to the Case, Counsels or Other Offices that have direct involvement in an Administrative Case against a DFA Employee			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Request Letter for Certified True Copy of the Documents addressed to the BFSA Secretariat, indicating the: - Name of the Applicant - Purpose of the Request for Certified Documents		Applicant		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 copies those whose original is officially in the custody of the BFSA Secretariat	-	2 Days	BFSA Secretariat staff
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
<b>TOTAL</b>		<b>0</b>	<b>7 Days</b>	



# **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)

<b>Office or Division</b>	DLLU			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	All Congressional Officials, Staff, and PLLO			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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/OUSCSA 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
<b>TOTAL:</b>		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.

<b>Office or Division</b>	DLLU			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	All Congressional Officials, Staff, and PLLO			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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
<b>TOTAL:</b>		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.

<b>Office or Division</b>	DLLU			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	All Congressional Officials, Staff, and PLLO			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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
<b>TOTAL:</b>	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)

<b>Office or Division</b>	DLLU			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	All Congressional Officials, Staff, and PLLO			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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
<b>TOTAL:</b>	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.

<b>Office or Division</b>	DLLU			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	SFA and Other DFA officials (Usually Asec level and above)			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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
<b>TOTAL:</b>	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.

<b>Office or Division</b>	DLLU			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail:</b>	SFA and Other DFA officials (Usually Asec level and above)			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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
<b>TOTAL:</b>	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 <a href="mailto:dllu@dfa.gov.ph">dllu@dfa.gov.ph</a> 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 <a href="mailto:dllu@dfa.gov.ph">dllu@dfa.gov.ph</a> 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: <a href="mailto:dllu@dfa.gov.ph">dllu@dfa.gov.ph</a>	
Office	Address	Contact Information
DFA Department Legislative Liaison Unit	2 <sup>nd</sup> Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8551 3126 Email: <a href="mailto:dllu@dfa.gov.ph">dllu@dfa.gov.ph</a>



# **Intelligence and Security Unit (ISU)**

## **EXTERNAL SERVICES**



## 1. Entry/Exit Permits to Foreign Ships

<b>OFFICE OR DIVISION</b>	Intelligence and Security Unit (ISU)			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	Philippine Government to Diplomatic Mission			
<b>WHO MAY AVAIL</b>	Diplomatic Missions			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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		
<b>TOTAL:</b>		None	20 days	



## 2. Landing/Overflight Clearances for Aircrafts

<b>OFFICE OR DIVISION</b>	Intelligence and Security Unit			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	Philippine Government to Diplomatic Mission			
<b>WHO MAY AVAIL</b>	Diplomatic Missions			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Attaché 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
<b>TOTAL:</b>		None	20 days	



### 3. Security Coverage for Visiting Dignitaries and Embassies

<b>OFFICE OR DIVISION</b>	Intelligence and Security Unit			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	Philippine Government to Diplomatic Mission			
<b>WHO MAY AVAIL</b>	Diplomatic Missions			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>		None	20 days	



#### 4. Firearms Clearance for Security Officers of the Visiting Dignitaries

<b>OFFICE OR DIVISION</b>	Intelligence and Security Unit			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	Philippine Government to Diplomatic Mission			
<b>WHO MAY AVAIL</b>	Diplomatic Missions			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>		None	20 days	



## 5. Radio Frequency Clearance

<b>OFFICE OR DIVISION</b>	Intelligence and Security Unit			
<b>CLASSIFICATION</b>	Complex			
<b>TYPE OF TRANSACTION</b>	Philippine Government to Diplomatic Mission			
<b>WHO MAY AVAIL</b>	Diplomatic Missions			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>		None	7 days	



# **Intelligence and Security Unit (ISU)**

## **INTERNAL SERVICES**



## 1. Background Check for Hiring DFA Personnel

<b>OFFICE OR DIVISION</b>	Intelligence and Security Unit			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	DFA Inter-Office			
<b>WHO MAY AVAIL</b>	DFA's Human Resources Management Office and Office of Protocol			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>	None	20 days		



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

<b>OFFICE OR DIVISION</b>	Intelligence and Security Unit			
<b>CLASSIFICATION</b>	Highly Technical			
<b>TYPE OF TRANSACTION</b>	Philippine Government to Private Business Sector			
<b>WHO MAY AVAIL</b>	Private Business Sector			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?

Feedback can be sent via email to  
[isu@dfa.gov.ph](mailto:isu@dfa.gov.ph)

How feedbacks are processed?

ISU's front desk also has client feedback forms for those who want to send in their comments. Feedback forms are tallied at the end of every month.

How to file a complaint?

Letter feedback such as letters / messages of appreciation are shown to the Head of Office to peruse and then referred to the person being complimented.

Complaints can be sent via email to  
[isu@dfa.gov.ph](mailto:isu@dfa.gov.ph)

How complaints are processed?

Complaints are read by the Head of Office and analyzed to see if there are process improvements that can be done to avoid similar future issues.

Contact information of ISU

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

Tel. No.: 8831 8921

Email: [isu@dfa.gov.ph](mailto:isu@dfa.gov.ph)

ARTA: [complaints@arta.gov.ph](mailto:complaints@arta.gov.ph)

1-ARTA (2782)

PCC: 8888

CCB: 0908-881-6565 (SMS)

Office	Address	Contact Information
Intelligence and Security Unit	Ground Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8831 8921 Email: <a href="mailto:isu@dfa.gov.ph">isu@dfa.gov.ph</a>



# **Office of Asset Management and Support Services (OAMSS)**

**INTERNAL SERVICES**



## 1. Property and Support Services Division – Return of Equipment

<b>Office or Division:</b>	Property, Inventory and Disposal Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Property Return Slip</li> <li>• Property to be returned (if executing PRS)</li> </ul>		<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>		
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

<b>Office or Division:</b>	Property, Inventory and Disposal Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Property Transfer Report</li> </ul>		<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>		
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

<b>Office or Division:</b>	Property, Inventory and Disposal Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
<ul style="list-style-type: none"> <li>• Property Transfer Report</li> <li>• Property Return Slip</li> <li>• Property to be returned (if executing PRS)</li> </ul>	<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>			
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	<p>Checks accountable PPE/s and (1) transfer to another accountable Officer</p> <p>Or (2) clear accountability of personnel through return of equipment</p>	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					
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>				
<ul style="list-style-type: none"> <li>• Memorandum Request</li> <li>• Acknowledgement (upon receipt of Accountable Forms)</li> <li>• RIS</li> </ul>		<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Submit request for accountable forms through communications (Memo or Fax)	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 Diplomatic Pouch going to FSPs.	PIDS Staff		
	Prepares Accountable Forms and RIS			OAMSS-PSSD Director		
	Signs Manifest			PIDS Staff		
	Sends Manifest to OAMSS-GRAD / OCA to be pouched to FSPs / COs			PIDS Staff		
Acknowledge AF through Communications Reply	File acknowledgement or RIS			PIDS Staff		
Acknowledge AF through signing of RIS				PIDS Staff		

#### 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			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Memorandum Request</li> <li>• Borrower's Slip</li> </ul>		<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>		
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

<b>Office or Division:</b>	Property, Inventory and Disposal Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<ul style="list-style-type: none"> <li>• PO/Agreement</li> <li>• Invoice</li> <li>• Delivery Receipt</li> <li>• Inspection and Acceptance Receipt</li> <li>• Certificate of Acceptance</li> <li>• Procurement Docs</li> </ul>	<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>			
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	Signs PAR/ICS		1 day	OAMSS-PSSD Director

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

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

<b>Office or Division:</b>	Property, Inventory and Disposal Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
<ul style="list-style-type: none"> <li>• Gate Pass</li> <li>• ID of the Requesting Party</li> </ul>	<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>			
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

<b>Office or Division:</b>	<b>Property, Inventory and Disposal Section</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>Internal</b>			
<b>Who may avail:</b>	<b>End-users within the Department</b>			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• </li> </ul>			<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

<b>Office or Division:</b>	Procurement Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Purchase Request</li> <li>• APP</li> <li>• CNAS</li> <li>• RIS</li> </ul>			<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

<b>Office or Division:</b>	Procurement Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<ul style="list-style-type: none"> <li>• Quotation/s</li> <li>• Abstract of Quotation (if quotations received from BAC)</li> <li>• CAF</li> <li>• PPMP</li> <li>• PR/Terms of Reference</li> <li>• CNAS</li> </ul>	<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>			
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 be 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

<b>Office or Division:</b>	Procurement Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<ul style="list-style-type: none"> <li>• NOA</li> <li>• BAC Resolution</li> <li>• Abstract of Quotations (Quotations attached)</li> <li>• PR/ToR</li> <li>• CAF</li> <li>• PPMP</li> </ul>	<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>			
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

<b>Office or Division:</b>	Procurement Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<ul style="list-style-type: none"> <li>• Purchase Request</li> </ul>	<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>			
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

<b>Office or Division:</b>	Procurement Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Requisition Issuance Slip</li> </ul>			<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

<b>Office or Division:</b>	Support Services Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Memorandum Request</li> <li>• PPMP</li> <li>• Mobile Phone Subscription Application Form</li> <li>• Inventory Custodian Slip</li> </ul>			<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	



## 16. Property and Support Services Division – Request for Use of Official Vehicle

<b>Office or Division:</b>	Transportation Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
• Memorandum Request (must include date, time and location of the venue)	<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>			
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

<b>Office or Division:</b>	Transportation Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
• Memorandum Request (must include date, time and location of the venue)	<ul style="list-style-type: none"> <li>• OAMSS-PSSD, or</li> <li>• End-User AO / PO</li> </ul>			
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"><li>Certificate of Unavailability of Official Vehicle accomplished by the End-User</li><li>Office Order (must indicate entitlement to travel expenses)</li></ul>	<ul style="list-style-type: none"><li>OAMSS-PSSD, or</li><li>End-User AO / PO</li></ul>			
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	<a href="mailto:oamss.pssd@dfa.gov.ph">oamss.pssd@dfa.gov.ph</a>



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

<b>Office or Division:</b>	Plumbing Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Service Request Form</li> </ul>				<ul style="list-style-type: none"> <li>• OAMSS-EMD</li> </ul>
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

<b>Office or Division:</b>	Electrical Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
• Service Request Form	• 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

<b>Office or Division:</b>	Audio-Visual Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
• Reservation Form/Memo from requesting Office	• OAMSS-EMD			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Call Mr. Pelagio or Mr. Aclado for the reservation of Bulwagang Apolinario Mabini (BAM) or the Bulwagang Elpidio Quirino (BEQ/14 <sup>th</sup> Flr)  Or Submit a Memo to OAMSS for reservation of BAM and BEQ	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

<b>Office or Division:</b>	Carpentry Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
• Service Request Form	• 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

<b>Office or Division:</b>	Carpentry Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Internal			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
• Memo from Requesting Office	• 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	<a href="mailto:oamss.pssd@dfa.gov.ph">oamss.pssd@dfa.gov.ph</a>



## 24. Information and Communications Technology Division – IT Repair

<b>Office or Division:</b>	ICTD- Information and Communication Technology Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requesting party calls local 4357 (HELP) or logs in technical concerns through the <a href="https://eservices.dfa.gov.ph/erequest/">https://eservices.dfa.gov.ph/erequest/</a>	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

<b>Office or Division</b>	ICTD- Information and Communication Technology Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G			
<b>Who may avail:</b>	End-users in the Home Office, Foreign Service Posts and Consular Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum addressed to Assistant Secretary of OAMSS		oamss.ictd@dfa.gov.ph		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

<b>Office or Division:</b>	ICTD- Information and Communication Technology Division				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2C				
<b>Who may avail:</b>	End-users in the Home Office, Foreign Service Posts and Consular Offices				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
Memorandum for Website Request		OAMSS' Assistant Secretary's office			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

<b>Office or Division:</b>	ICTD- Information and Communication Technology Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 <a href="#">agency.gov.ph</a> (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 <a href="#">sulat.gov.ph</a> (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 ( <a href="#">agency.gov.ph</a> ) 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 concerned office concrete, it will send another reply validating that the complaint shall be closed.  1.6 Otherwise, 8888 Hotline Center will send another email which requires developments, instructions or any documentary confirmation that	None		DFA 8888 Hotline Technical Officer



	was sent to the caller. Thus, the ticket will remain open until such compliance			
	1.6 E-mails for compliance will be resent to the concerned office for evaluation and appropriate action.  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.	None		DFA 8888 Hotline Technical Officer
	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.  1.9 Otherwise, it will be resend for follow up until the ticket shall be considered closed by Malacañang.	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

<b>Office or Division:</b>	ICTD- Information and Communication Technology Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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

<b>Office or Division:</b>	Records Management Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Memorandum 2. NAP Form No 3		1. Requesting Office in the Department 2. NAP Website		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit request for disposal of old records with the accomplished National Archives of the Philippines (NAP) Form No. 3 – Authority to Dispose of Records.	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



## 31.General Records and Archives Division – Numbering and Releasing of Department Issuances

<b>Office or Division:</b>	<b>Records Management Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>End-users within the Department</b>			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
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"> <li>Assign appropriate control number. Check the completeness of the enclosure.</li> <li>Log the numbered documents in the logbook.</li> <li>Prepare transmittal letters addressed to the Office of the National Administrative Registry (ONAR), UP Law Center for publication in the Official Gazette.</li> <li>Prepare a covering memorandum to all FSPs, COs and Home Office Units.</li> </ol>	None	1 day 1 day 3 days 1 day	Records Clerk

## 32.General Records and Archives Division – Receiving of Documents

<b>Office or Division:</b>	<b>Receiving Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2C, G2B, G2G</b>			
<b>Who may avail:</b>	<b>All</b>			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
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"> <li>Stamp "Received" on the copy of the messenger, with his/her initial and the date received.</li> <li>Encode and assign appropriate control numbers. Check the completeness of the enclosure.</li> <li>Record all documents in their respective logbooks</li> <li>Inform concerned office or personnel of the documents and mails received that are ready for pick up.</li> </ol>	None	10 minutes 30 minutes 10 minutes 10 minutes	Receiving Clerk



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

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

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

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



## 35. General Records and Archives Division – Appraisal, Accessioning and Acquisition of DFA Records

<b>Office or Division:</b>	<b>DFA Archives</b>			
<b>Classification:</b>	<b>Highly technical</b>			
<b>Type of Transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>End-users within the Department</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Memorandum / Fax Memo of intent/request		Originating / Concerned Office/Post		
Accomplished Transfer Form/Instrument		Originating / Concerned Office/Post		
Inventory List		Originating / Concerned Office/Post		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit requirements to the DFA Archives.	1. Receive requirements.  2. Conduct research / interview on the records being evaluated. Conduct meeting, if necessary.  3. Determine / Appraise the records to be transferred / acquired based on the submitted list and research conducted.	None	1 minute  1 hour to 5 days (depending on the records)  1 to 3 days (depending on the records)	Archivist/Archives Personnel  Archivist/Archives Personnel  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 location for the records in the DFA Archives.		1-5 days (depending on the records & mode of acquisition)	Archivist/Archives Personnel
Answer client feedback form	8. Facilitate the physical transfer of records to the DFA Archives, together with the accomplished transfer instruments.  9. Provide client feedback form.		1-2 days  1 minute	Archivist/Archives Personnel  Archivist/Archives Personnel



## 36. General Records and Archives Division – Preparation of Finding Aids

<b>Office or Division:</b>	DFA Archives			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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.	<ol style="list-style-type: none"> <li>1. Receive requirements.</li> <li>2. Determine the scope of the collection.</li> <li>3. Identify the series classifications of the collection.</li> <li>4. Arrange the records according to its series classification.</li> <li>5. Determine the information to be included in the finding aids.</li> <li>6. Input the necessary information in the finding aid. The finding aid must show the arrangement of the records in the collection.</li> <li>7. Finalize the finding aid for the collection.</li> <li>8. Provide the finding aid to the requesting party.</li> <li>9. Provide client feedback form.</li> </ol>	None	<p>1 minute</p> <p>5 minutes</p> <p>1 hour to 1 day (depending on the size of the collection)</p> <p>1 to 3 days (depending on the size of the collection)</p> <p>10-30 minutes (depending on the complexity of the records)</p> <p>3 days to 1 week (depending on the size of the collection)</p> <p>&gt; 1 hour</p> <p>2-5 minutes</p> <p>1 minute</p>	Archivist/Archives Personnel  Archivist/Archives Personnel
Receive a copy of the finding aids requested				
Answer client feedback form				



## 37. General Records and Archives Division – Reference Service / Assistance to Researchers

<b>Office or Division:</b>	<b>DFA Archives</b>			
<b>Classification:</b>	<b>Highly technical</b>			
<b>Type of Transaction:</b>	<b>G2G- Government to Government G2C- Government to Citizen</b>			
<b>Who may avail:</b>	<b>End-users within the Department and Other Stakeholders</b>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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.	<ol style="list-style-type: none"> <li>1. Receive research request thru email or in-person visit.           <ol style="list-style-type: none"> <li>A. If in-person visit, researcher fills-up the research request form and visitor's log.</li> <li>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.</li> </ol> </li> <li>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.</li> <li>3. Input necessary information in the Request for Reference Service log sheet and number the research request form.</li> <li>4. Conduct initial research in the available resources in the Archives thru finding aids.</li> <li>5. Contact the researcher and provide initial findings.</li> <li>6. Conduct much intensive research, if findings are insufficient or</li> </ol>	None	<p>5 minutes</p> <p>10-15 minutes to 1 day (depending on the mode of communication used)</p> <p>2 minutes</p> <p>&gt; 1 hour</p> <p>10 minutes to 1 day (depending on the mode of communication used)</p> <p>1 hour to 1 week (depending on the</p>	Archivist / Archives Personnel  Archivist / Archives Personnel
Receive and review initial findings.				



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



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

<b>Office or Division:</b>	DFA Archives			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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.	<ol style="list-style-type: none"> <li>1. Receive request thru email or phone call or in-person visit.           <ol style="list-style-type: none"> <li>A. If in-person visit, researcher fills-up the research request form and visitor's log.</li> <li>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.</li> <li>C. If thru phone call, log request in the designated form.</li> </ol> </li> </ol>	None	3 – 5 minutes	Archivist / Archives Personnel
Response to the inquiries of the DFA Archives	<ol style="list-style-type: none"> <li>2. Clarify the nature of technical assistance being requested.</li> </ol>		2-3 minutes	Archivist / Archives Personnel
Confirm proposed schedule	<ol style="list-style-type: none"> <li>3. Check availability of schedule in the DFA Archives calendar.</li> <li>4. Inform requesting party of the schedule of the technical assistance requested.</li> </ol>		2-3 minutes	Archivist / Archives Personnel
Receive technical assistance	<ol style="list-style-type: none"> <li>5. If the requesting party confirmed the schedule, plot in the DFA Archives Calendar the schedule.</li> <li>6. Provide technical assistance requested.</li> </ol>		2 minutes	Archivist / Archives Personnel
Answer client feedback form	<ol style="list-style-type: none"> <li>7. Provide client feedback form.</li> </ol>		30 minutes to 2 hours (depending on the nature of assistance)	Archivist / Archives Personnel
			1 minute	Archivist / Archives Personnel



## 39. General Records and Archives Division – Receiving and Timely Distribution and Proper Recording of Incoming Documents Sent by FSPs

<b>Office or Division:</b>	Incoming Pouch Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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"> <li>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.</li> <li>2. Inform the office/personnel concerned to pick up the documents/packages from the Incoming Pouch Section.</li> <li>3. Give the documents/packages to the designated messenger from the receiving office and have them sign the logbook.</li> </ol>	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

<b>Office or Division:</b>	<b>Outgoing Pouch Unit</b>			
<b>Classification:</b>	<b>Simple</b>			
<b>Type of Transaction:</b>	<b>G2G – Government to Government</b>			
<b>Who may avail:</b>	<b>End-users within the Department</b>			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>1. Pouch Manifest</b>	<b>Outgoing Pouch Section</b>			
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"> <li>Sort out documents and packages addressed to different FSPs and RCOs.</li> <li>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.</li> <li>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.</li> <li>Close the pouch bag (<b>Note:</b> 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"> <li>Tighten the two ends of the nylon rope after being inserted through the holes of the bag using a durable pouch lock.</li> <li>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.</li> </ol> </li> <li>Have the service provider for the delivery of the pouch pick up the bags for FSPs and RCOs.</li> </ol>	None      	30 minutes      4 hours      1 hour and 30 minutes      20 minutes      1 hour      	Records Clerk      



## 41. General Records and Archives Division – Sending of Letters, Documents and Parcels for Delivery Through Designated Couriers

<b>Office or Division:</b>	Mail/Courier Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C, G2B, G2G			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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"> <li>1. 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.</li> <li>2. Put the said document/parcel in the service provider plastic flyer / box.</li> <li>3. Have the service provider pick up the sealed flyer from the section on the same day.</li> </ol>	None	30 minutes 20 minutes 20 minutes	Records Clerk

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
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 form
How feedback is processed	Tabulated and matrixed for analysis.
How to file a compliant	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			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
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.

<b>Office or Division:</b>	ORPCMD – Building Fund Unit / Properties Committee Secretariat			
<b>Classification:</b>	(for application for exemption)			
<b>Type of Transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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  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 to 1-2 weeks  Up 3 weeks	Action Officer
	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 implementation) with attached ORS		Within the day of signing by approving authorities	Communications Unit/ Action Officer and ICTD-ECS
	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	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



disbursement vouchers				
	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.

<b>Office or Division:</b>	ORPCMD – Building Fund Unit/ Properties Committee Secretariat			
<b>Classification:</b>	(for application for exemption)			
<b>Type of Transaction:</b>	<b>G2G-Government to Government</b>			
<b>Who may avail:</b>	<b>End-users within the Department</b>			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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 OAMSS and other procurement documents.	14. 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	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.

<b>Office or Division:</b>	ORPCMD – Building Fund Unit/ Properties Committee Secretariat			
<b>Classification:</b>	(for application for exemption)			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	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 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		Up to 2 months	Action Officer



	documents, if any (otherwise proceed to no. 10).			
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.

<b>Office or Division:</b>	ORPCMD – Building Fund Unit			
<b>Classification:</b>	(for application for exemption)			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	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).

<b>Office or Division:</b>	ORPCMD – Car Re-fleeting Program Unit			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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 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 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.

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



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

<b>Office or Division:</b>	ORPCMD – Lease Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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

<b>Office or Division:</b>	ORPCMD – Lease Unit			
<b>Classification:</b>	(for application for exemption)			
<b>Type of Transaction:</b>	G2G-Government to Government			
<b>Who may avail:</b>	End-users within the Department			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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.

<b>Division</b>	Ceremonials			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	Government Officials			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Date and time of event</li> <li>• Venue</li> <li>• Program / Scenario</li> <li>• Guest / Delegation list / VIP list</li> <li>• List of protocol items needed; i. e.: flags, place cards, seating arrangement, signing pens, etc.</li> <li>• Hotel accommodation and transportation for protocol officers may be required, depending on the venue and nature of the event.</li> </ul> <p>*These should be submitted at least 2 weeks prior to the event</p>				The requesting party shall provide all the requirements to the Office of Protocol (OP).
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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  b) Send the requirements to OP	a) The Head of Office shall assess the nature of the request and decide if the request will be granted.  b) The Division Director will assign a Project Officer and designate Protocol Officers who shall make the required arrangements for the official function.  c) The Project and Protocol Officers shall implement.	Client may be require to provide hotel accommodation and transportation to protocol officer.	Processing time would depend on the event requirements but request for assistance should be given at least 2 weeks prior the event.	<ul style="list-style-type: none"> <li>• DFA Chief of Protocol</li> <li>• Division Director</li> <li>• Protocol Officers</li> </ul>
<b>TOTAL</b>		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.

<b>Division</b>	Ceremonials			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	OPP			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Date and time of event</li> <li>• Venue</li> <li>• Program</li> <li>• Tasking assignment</li> <li>• Guest / Delegation list</li> </ul>				The requesting office shall provide all the requirements.
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
a) Notify OP regarding the details of the event and the tasking of assignments  b) Hold coordination meetings to discuss preparation for the event  *Request for assistance shall be made at least 2 weeks prior the event.	a) The Division Director shall assign a project officer and other protocol officers who will lend support to OPP.  b) The Project Officer shall prepare the necessary documents and items for the event.  c) The Project Officer and assigned Protocol Officers shall assist in the implementation stage.	None	OP shall comply with the timeline set by OPP.	<ul style="list-style-type: none"> <li>• DFA Chief of Protocol</li> <li>• Director for Ceremonials Division</li> <li>• Protocol Officers</li> </ul>
<b>TOTAL</b>		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.

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



	<p>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>			
<b>TOTAL</b>	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.

<b>Division</b>	Immunities and Privileges			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	Accredited Diplomatic, Consular, and International Organizations Officials and their Personnel			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<ul style="list-style-type: none"> <li>• Form DFA-PROT-D3-09</li> <li>• Photocopy of the license plates to be returned</li> </ul>	<ul style="list-style-type: none"> <li>• 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).</li> <li>• Other requirements must be provided by the applicant</li> </ul>			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Requests shall be submitted directly to the Office of Protocol every two weeks, with the specific schedule to be announced three days in advance.	<p>a) The Immunities and Privileges Division shall consolidate all returned plates and prepare an inventory list</p> <p>b) In light of current budget limitations of GRAD, the inventory list of all surrendered plates, together with the physical plates shall be forwarded directly to the Land Transportation Office (LTO) for appropriate action.</p>	None	7 days	<ul style="list-style-type: none"> <li>• Director for Immunities and Privileges</li> <li>• Desk Officer</li> </ul>
<b>TOTAL</b>	0	7 days		



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

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

<b>Division</b>	Immunities and Privileges			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	Accredited Diplomatic and Consular Posts			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>● 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</li> <li>● 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).</li> </ul>				<ul style="list-style-type: none"> <li>● Requirements must be provided by the applicant</li> </ul>
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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"> <li>● Director for Immunities and Privileges</li> <li>● Desk Officer</li> </ul>
<b>TOTAL</b>		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.

<b>Office</b>	Office of Protocol			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	Government-to-Citizens (G2C), Government-to-Businesses (G2B), G2G			
<b>Who may avail</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>Request for information on the diplomatic and consular list</li> <li>Contact information</li> </ul>				<ul style="list-style-type: none"> <li>The requesting party must provide these requirements to the Office of Protocol.</li> </ul>
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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			
<b>TOTAL</b>		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.

<b>Division</b>	Ceremonials			
<b>Classification</b>	Simple			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	Accredited Heads of Missions, Consulates, and International Organizations, their officials and other visiting foreign officials			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Flight details</li> <li>• Name/s of arriving or departing individuals</li> <li>• Position of arriving or departing individuals</li> <li>• Reason for the visit</li> <li>• Names of individuals who will welcome them</li> <li>• Driver's name and car details</li> </ul>				The requesting party must provide these requirements to the Office of Protocol – Ceremonials Division.
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
a) Client must provide the requirements to the OP – Ceremonials Division by sending a Note Verbale or letter via email to <a href="mailto:op.div2@dfa.gov.ph">op.div2@dfa.gov.ph</a> 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"> <li>1. Arrival of a new Ambassador to assume his or her post</li> <li>2. Departure of an Ambassadro concluding his or her tour of duty</li> <li>3. Official visits- during arrival and departure of the counterpart of the Secretary of Foreign Affairs</li> <li>4. Cases as deemed necessary by the Head of Office</li> </ol>		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"> <li>• Division Director</li> <li>• Protocol Officer in charge of Airport Endorsements</li> <li>• Protocol officer to welcome or send-off (as needed)</li> </ul>
<b>TOTAL</b>		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.

<b>Division</b>	Ceremonials			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G			
<b>Who may avail</b>	DFA Offices			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Date and time of event</li> <li>• Venue</li> <li>• Program</li> <li>• Guest / Delegation list</li> <li>• List of protocol items needed; i. e.: flags, name plates, signing pens, etc.</li> </ul>		The requesting office shall provide all the requirements.		
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>
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"> <li>• Division Director</li> <li>• Protocol Officer/s</li> </ul>
b) Send the requirements to OP	b) OP shall assist in event implementation.			
<b>TOTAL</b>		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.

<b>Division</b>	Ceremonials				
<b>Classification</b>	Simple				
<b>Type of Transaction</b>	G2G				
<b>Who may avail</b>	DFA Offices				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
<ul style="list-style-type: none"> <li>• Flight details</li> <li>• Name/s of arriving/departing individuals</li> <li>• Position of arriving/departing individuals</li> <li>• Reason for the visit</li> <li>• Names of individuals who will welcome them</li> <li>• Driver's name and car details</li> </ul>		The requesting party must provide these requirements to the Office of Protocol – Ceremonials Division.			
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	
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.		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 the Division Director	None	1-3 working days as MIAA only grants approval from 9AM – 5PM during weekdays. <small>*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./</small>	<ul style="list-style-type: none"> <li>• Division Director</li> <li>• Protocol Officer in charge of Airport Endorsements</li> <li>• Protocol Officer to welcome or send-off (as needed)</li> </ul>
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.					
<b>TOTAL</b>		0	3 days		



#### FEEDBACK AND COMPLAINTS MECHANISM

How to send a feedback	Send an email to <a href="mailto:op@dfa.gov.ph">op@dfa.gov.ph</a> 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 <a href="mailto:op@dfa.gov.ph">op@dfa.gov.ph</a> 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: <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a> 1-ARTA (2782) PCC: 8888 CCB: 0908-861-6565

#### List of Divisions

**Division**

Division I: Socials

**Contact Information**

8834 – 3651 or 8834 – 3737

[op.div1@dfa.gov.ph](mailto:op.div1@dfa.gov.ph)

Division II: Ceremonials

8834 – 3902

[op.div2@dfa.gov.ph](mailto:op.div2@dfa.gov.ph)

Division III: Immunities and Privileges

[op.div3@dfa.gov.ph](mailto:op.div3@dfa.gov.ph)



# **Human Resources Management Office (HRMO)**

## **EXTERNAL SERVICES**



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

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

<b>Office or Division:</b>	HRMO-RSPD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to transacting public			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Filipino citizen, at least 18 years old, and of good moral character;</li> <li>• Has met the educational, work experience, and training requirements of the vacant position; and</li> <li>• Possesses the appropriate Civil Service eligibility or its equivalent if required by the vacant position.</li> </ul>			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
Duly accomplished DFA application form;	dfa.gov.ph			
Updated Resume with photo;				
Photocopy of diploma;				
Photocopy of transcript of records;				
Photocopy of latest/valid NBI Clearance;				
Duly accomplished Work Experience Sheet (if work experience is required by the position);	dfa.gov.ph			
Photocopy of Training Certificates (if training is required by the position); and				
Photocopy of Civil Service Eligibility or its equivalent (if required by the position).				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. (a) If walk-in: Proceeds to the counter and accomplishes the DFA application form.  Submits the duly accomplished application form and the supporting documents.  1. (b) If sent through mail/email: Sends duly accomplished DFA application form and supporting documents to hrmo.recruitment@dfa.gov.ph	1. If walk-in (1a), evaluates the DFA Application Form and supporting documents and requests the applicant to submit lacking documents, if any.  If sent through mail/email (1b), sends acknowledgment receipt and requests the applicant to submit lacking requirements, if any.  Evaluates applications based on the required qualifications of the vacancies.  If documents are in order and applicant meets the qualifications of the position,	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
<b>TOTAL</b>		0	23 days (minimum)	



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

Appointment of Contractual personnel

<b>Office or Division:</b>	HRMO-RSPD				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2G – Government to government employees				
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Filipino citizen, at least 18 years old, and of good moral character;</li> <li>• Has met the educational, work experience, and training requirements of the vacant position; and</li> <li>• Possesses the appropriate Civil Service eligibility or its equivalent if required by the vacant position.</li> </ul>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
<b>First set (to be submitted within a week from the notice of hiring)</b>		<ul style="list-style-type: none"> <li>• Two (2) duly accomplished and notarized <b>Personal History Statement</b>;</li> <li>• Two (2) duly accomplished and notarized <b>Personal Data Sheet (CS Form No. 212)</b>;</li> <li>• Two (2) Notarized <b>Sworn Statement of Assets, Liabilities and Net Worth (SALN)</b>;</li> <li>• Two (2) duly accomplished <b>Report on Family Status</b>;</li> <li>• One (1) original and one (1) photocopy of valid <b>NBI Clearance</b>;</li> <li>• Duly accomplished <b>Temporary ID Form</b> with 2 pcs. 1x1 photo;</li> </ul>			
<b>Second set (under normal circumstances, to be submitted within 2 weeks from the notice of hiring)</b>		<ul style="list-style-type: none"> <li>• Two (2) authenticated copies of <b>Civil Service Eligibility or Equivalent</b> (certificate-Board/Licensure Exam and Ratings);</li> <li>• <b>Certificate of live birth</b> duly authenticated by the Philippine Statistics Authority (PSA);</li> <li>• Certified true copy of <b>Diploma and Transcript of Records (TOR)</b>;</li> <li>• Duly authenticated <b>PSA Marriage Certificate</b> (if any) and <b>Birth Certificate of Child/ren</b> (if any);</li> <li>• <b>Medical Certificate (CS Form No. 211)</b> with attached original results of Blood Test (CBC), Urinalysis, Chest x-ray, and Drug test;</li> <li>• <b>Clearance/certificate</b> from a licensed psychologist/psychiatrist to attest psychological fitness; and</li> <li>• <b>Certificate/s of previous employment</b> (if applicable).</li> </ul>			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
		1. Receives Interview Rating Sheet with the recommendation to hire from the hiring office.	0	5 minutes	Recruitment staff
		2. Informs the applicant that they are recommended for hiring and sends email containing the list of documentary requirements, the deadline for submission, and the soft copies of the required forms.	0	1 day	Recruitment staff
3. Submits first and second set of requirements		3. Receives and reviews the documents.	0	15 minutes	Recruitment staff



	<p>4. Prepares memorandum request to the Intelligence and Security Unit (ISU) for background check of the applicant. Attaches the PHS and original NBI clearance to the memorandum.</p> <p>HRMO Director reviews and signs the memorandum. Documents are transmitted to ISU.</p> <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>		15 working days (ISU background check and preparation of Appointment Paper are processed in parallel)	<p>Recruitment staff</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>
	<p>5. OSEC transmits the certified true copy of the signed and numbered office order to HRMO.</p>		N/A	OSEC Communications Officer
	<p>6. Informs applicant of the date of assumption via email and instructs applicant to report</p>		30 minutes minimum	Recruitment staff



	to HRMO-RSPD for orientation. Prepares orientation kits and other relevant documents.			
7. Appears in HRMO-RSPD and receives appointment.	7. Conducts orientation and provides the newly hired personnel a copy of the signed appointment and office order.  Deploys the newly hired personnel to the hiring office.	0	2.5 hours	Recruitment staff
	<b>TOTAL</b>	0	N/A	



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

Preparation of contracts of service

<b>Office or Division:</b>	HRMO-RSPD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to government employees			
<b>Who may avail:</b>	Qualified applicants who passed the employment examination and interviews and are recommended for hiring by the hiring office.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Two (2) duly accomplished and notarized Personal History Statement;				
One (1) original and one (1) photocopy of valid <b>NBI Clearance</b> ;				
Duly accomplished <b>Temporary ID Form</b> with 2 pcs. 1x1 photo;				
<b>Medical Certificate (CS Form No. 211)</b> with attached original results of Blood Test (CBC), Urinalysis, Chest x-ray, and Drug test; and				
<b>Clearance/certificate</b> from a licensed psychologist/psychiatrist to attest psychological fitness				
Two (2) duly accomplished and notarized Personal History Statement;				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	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).		N/A	HRMO-RSPD Director and HRMO Executive Director



	HRMO-RSPD Director and Executive Director reviews and initials the memorandum.  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
	<b>TOTAL</b>	0	N/A	



## 4. Processing of Appointments of Successful Applicants (Home-Based Plantilla Positions)

Appointment of successful applicants to home-based plantilla positions

<b>Office or Division:</b>	HRMO-RSPD
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to government employees
<b>Who may avail:</b>	Qualified applicants who passed the employment examination and interviews and are recommended for hiring by the hiring office.
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>First set (to be submitted by the applicant within two weeks from the notice of hiring)</b> <b>For submission to the Civil Service Commission for the validation of appointments:</b> <ul style="list-style-type: none"> <li>• Two (2) duly accomplished and notarized <b>Personal Data Sheet (CS Form No. 212)</b> and <b>Work Experience Sheet</b> (Attachment to CS Form No. 212);</li> <li>• Two (2) duly accomplished <b>Position Description Form (DBM-CSC Form No. 1)</b>;</li> <li>• Two (2) duly accomplished <b>Oath of Office</b> (CS Form No. 32 Revised 2018); and</li> <li>• Two (2) duly accomplished <b>Certificate of Assumption to Duty</b> (CS Form No. 4 Revised 2018).</li> </ul>	Forms are provided by HRMO via email.
<b>Second set (within two weeks after submission of the first set of requirements)</b> <ul style="list-style-type: none"> <li>• Two (2) duly accomplished and notarized <b>Personal History Statement</b>;</li> <li>• Two (2) Notarized <b>Sworn Statement of Assets, Liabilities and Net Worth (SALN)</b>;</li> <li>• Two (2) duly accomplished <b>Report on Family Status</b>;</li> <li>• One (1) original and one (1) photocopy of valid <b>NBI Clearance</b>;</li> <li>• Duly accomplished <b>Temporary ID Form</b> with 2 pcs. 1x1 photo;</li> <li>• Two (2) authenticated copies of <b>Civil Service Eligibility or Equivalent</b> (Certified True Copy (CTC) of Board Rating /CTC of Certificate of Registration / CTC of PRC ID);</li> <li>• <b>Certificate of Live Birth</b> duly authenticated by the Philippine Statistics Authority (PSA);</li> <li>• Certified true copy of <b>Diploma and Transcript of Records (TOR)</b>;</li> <li>• Duly authenticated <b>PSA Marriage Certificate</b> (if any) and <b>Birth Certificate of Child/ren</b> (if any);</li> <li>• <b>Medical Certificate (CS Form No. 211) accomplished by a government physician</b> with attached original results of Blood Test (CBC), Urinalysis, Chest x-ray, and Drug test;</li> <li>• <b>Clearance/certificate</b> from a licensed psychologist/psychiatrist to attest psychological fitness;</li> <li>• <b>Certificate/s of previous employment</b> (if applicable); and</li> <li>• <b>Clearance and Certificate of Leave Credits</b> from employer (if applicant has been a government employee).</li> </ul>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receives Interview Rating Sheet with the recommendation to hire from the hiring office. Endorses application documents to HRMO-Selection Section for processing.		1 minute	Recruitment staff
	2. Consolidate candidates to be endorsed to the Personnel Selection Board (PSB) for deliberation. Prepares documents and presentation for PSB meeting.		30 days for a group of at most 100 applicants	Selection staff
	3. Prepares PSB Board resolution.		7 days (depending on the availability of the PSB members who will sign the Board resolution)	Selection staff
	4. Once PSB Board resolution is signed, prepares approval of candidates to be hired which will be signed by the Secretary of Foreign Affairs.		7 days (including the signing of the approval)	Selection staff
5. Receives notification on recommendation for hiring and list of documentary requirements	5. 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.	0	1 day	Selection staff
				Recruitment staff
6. Submits the first set of documentary requirements	6. Receives and reviews the documents.	0	14 days	
7. Submits the second set of documentary requirements indicated above.	7. Receives and reviews the documents.	0	Within 45 days	Selection staff



	<p>8. 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 Documents are transmitted to UA signature. Signed appointment papers are routed to HRMO.</p>		14 days (including preparation until receipt of signed appointment papers)	Selection staff  HRMO-RSPD Director  HRMO Executive Director  HRMO Assistant Secretary  Communications Officer, Undersecretary for Administration
9. Receives signed and approved appointment papers.	10. Transmits signed appointment papers and supporting documents to the Civil Service Commission for approval. Provides candidates with their signed and approved appointment papers	0	7 days  Within 14 days after receipt of validated appointment from CSC	Selection staff
	<b>TOTAL</b>	0	N/A	



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

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

<b>Office or Division:</b>	HRMO-PRMD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Courts and Quasi-Judicial Bodies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send subpoena	1. Receive subpoena from court/quasi-judicial body	None	One (1) working day	ACS Case Officer
	2. Secure copies of the requested documents; copy certified by concerned offices	None	Three (3) working days	ACS Case Officer
2. Receive Certified True Copy of requested documents	3. Send letter of compliance, certification, and Certified True Copy of requested documents to court/quasi-judicial body	None	Three (3) working days	ACS Case Officer
	TOTAL	0	Seven (7) Working days	



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.

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

<b>Office or Division</b>	HRMO- Honorary Consuls and Service Attaches Division			
<b>Classification</b>	Highly Technical			
<b>Type of Transaction</b>	Government to Government			
<b>Who may avail</b>	Government to Government			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Letter of intent proposing to open, expand or close an attache 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
<b>Requests for opening, expanding, or closing offices of the attache or representative at FSP will be submitted to the DFA.</b>  <i>*For new normal setting submissions are forwarded to Service Attachés official email.</i>	1. Prepare memo for geographic offices for comments/recommendation. 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. 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.	<b>NONE</b>	2-3 days processing upon receipt of request.	Desk Officer
<b>For closure</b>  <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.	<b>None</b>	2-3 days upon receipt with complete requirements	



## 7. Service Attachés Unit – Deployment of Partner Agency Personnel

<b>Office or Division</b>	HRMO- Honorary Consuls and Service Attaches Division
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	Government to Government
<b>Who may avail</b>	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 Attache Agency addressed to SFA with the following information on the nominee	Partner Agency
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 <b>(for new assignees)</b>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Requirements for the transmittal of proposals for deployment to concerned FSP for 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>	FSPs (PEs and PCGs) receive Proposal letter from Attache 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)
<b>For additional staff.</b>	<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. Post's approval will be communicated promptly thru a letter to the agency of the nominee</p> <p>FSPs (PEs and PCGs) receive Proposal letter from Attache Agency addressed to SFA with the information on the nominee</p>	NONE	2-3 days processing upon receipt of request with complete requirements	FSPs (HOPs, AOs) Desk Officer
<b>For personnel undertaking their first foreign assignment.</b>	Send a memorandum to FSI for inclusion in Pre-Departure Orientation Seminar (PDOS)	NONE	2-3 days processing for each request upon receipt of request with	Desk Officer



			complete requirements	
<b>Acceptance of Partner Agency personnel at proposed FSP.</b>	The agency is informed of Post's reply / comments / suggestions on the proposed deployment of agency personnel.  If favorable, the personnel is requested to proceed to the passport issuance application.			Desk Officer
	<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>	NONE		Foreign Service Institute
<b>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 review of the Head of Post.</b>  <b>Records in previous assignments.</b>  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 regarded as interference in the agency's rotation program which politicizes the system	HRMO requests that reports of investigations clearing the personnel from culpability be presented for  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	NONE	2-3 days processing upon receipt of request	Desk Officer



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

Issuance, Revalidation and Renewal of Passports

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. Issuance of diplomatic / official passport.

<b>Office or Division</b>	HRMO- Honorary Consuls and Service Attaches Division to OCA-Diplomatic and Official Passport Section
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	Government to Government
<b>Who may avail</b>	Government to Government

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.

### a. 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		
Request from agency for passport issuance of its personnel dependents and private staff, if any, to be submitted to HRMO-HCSAD.	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			



### b. For Passport Revalidation

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Letter request from the 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>			Partner Agency	
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
<b>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)</b>  <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
<b>Request to issue a certification for travel tax exemption for personnel and their dependents returning to post</b>	Certification is addressed to the Tourism Infrastructure and Enterprise Zone Authority (TIEZA).  Draft of Tax Exemption Certificate (TEC) request to TIEZA is done together with the	NONE	2-3 days processing upon receipt of request	Desk Officer/ TIEZA



	<p>draft of memorandum to OCA requesting issuance or revalidation of diplomatic/official passport</p>			
<b>Request for diplomatic/official passport renewal from Post</b>	<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><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>	<b>NONE</b>	<p>2-3 days processing for each upon receipt of request with complete requirements</p>	Desk Officer OCA/DOPS



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

<b>Office or Division</b>	HRMO- Honorary Consuls and Service Attaches Division
<b>Classification</b>	Highly Technical
<b>Type of Transaction</b>	Government to Government
<b>Who may avail</b>	Government to Government

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Request for extension of TOD for current attaché/s because of rejection or delay in the arrival of the proposed or replacement personnel.</b>	HRMO drafts letter addressed to concerned agency citing post's request.	<b>NONE</b>	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.	<b>NONE</b>		
<b>Recommendation for Irregular Recall made by the Head of Post</b>	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 country-team approach.</i>	<b>NONE</b>	2-3 days processing for each request upon receipt of request with complete requirements.  <i>Completed documentary requirements necessary for deployment of Partner Agency representative to the Philippine Foreign Service</i>	Desk Officer
<b>Act as a conduit in the investigation of anomalies and irregularities by the service</b>	Draft of letter to concerned SA agency	<b>NONE</b>	2-3 days processing upon receipt of request	Desk Officer



<b>attaches and implement administrative sanctions such as recalls</b>	End Output: Investigation results			
<b>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).</b>	For records purposes, copies of resolutions of disciplinary cases will be provided to HCSADIHRMO.	<b>NONE</b>	2-3 days processing upon receipt of request	Desk Officer

### 1. Shipment of Household Goods and Vehicle, if any.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter to the Department of Finance (DOF);	Partner Agency
<i>If without a vehicle, indicate only the shipment of household goods and personal effects;</i>	
<i>if with vehicle, draft a separate letter informing DOF of the details about the vehicle.</i>	
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)	
2. Original Bill of Lading	
3. Original Inventory List of household goods and personal effects	
4. Certificate of Emoluments-statement of salaries and allowances during TOD from attached agency concerned	Partner Agency and Personnel
5. Original Car Invoice and Deed of Sale with English translation	
6. 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.	
7. Affidavit to be executed by recallee regarding the total value of personal effects and household goods and motor vehicle	
8. Official request for tax exemption from the office of recallee	
9. Certification from the agency that the recallee concerned has not availed of the tax-exempt privilege during the last four (4) years	
10. <i>Explanation of delayed shipment certified/noted by the agency concerned, if necessary</i>	
11. Broker's authority signed by recallee	

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



<p><b>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.</b></p>	<p>Submit all requirements to HRMO-HCSAD for endorsement to the Department of Finance.</p> <p><b>If with motor vehicle,</b> 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><b>Conversion rate:</b> <i>(Based on exchange rate at the time of completed transaction)</i></p> <p><b>End Product:</b> <i>Clearance from Department of Finance authorizing the release to the Bureau of Customs</i></p>	<p><b>NONE</b></p>	<p>2-3 days processing upon receipt of request</p>	<p><b>Desk Officer</b></p> <p><b>Department of Finance and Bureau of Customs</b></p>
--	---	--------------------	--	--



## 10. Service Attachés Unit – Other Matters

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

### a. Processing of Private Staff Application

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter-request of the Employer addressed to DFA-HRMO and copy-furnished to Concerned Mother Agency		Partner Agency
2. Notarized Standard Employment Contract (SEC) Duly Signed by the Employer and Private Staff <ul style="list-style-type: none"> <li>• - Compliant MOU Minimum Wage or Host Country's Minimum Wage</li> <li>• - At least 23 Years of Age or compliant with Host Country's Legal Age</li> </ul>		
3. Proof of Insurance Coverage with Repatriation of Mortal Remains		
4. Personal Information Sheet		
5. PSA Birth Certificate		
6. PSA Marriage Contract (if Applicable)		
7. NBI Clearance		
8. Proof of Membership <ul style="list-style-type: none"> <li>• Social Security System (SSS)</li> <li>• PhilHealth</li> <li>• Pag-IBIG</li> </ul>		
9. Medical Certificate of Fitness to Work obtained from a DOH-Accredited Medical Clinic for OFWs		Partner Agency
10. 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
Submit request to facilitate processing in the deployment of private staff of overseas personnel	<p>Conduct an interview with the private staff applicant and discuss the grievance mechanism.</p> <p>*For the new normal, interviews are conducted</p>	NONE	2-3 days processing upon receipt of request	Desk Officer



	<p>through Google Meet or Zoom.</p> <p>Draft memo endorsing to OCA-DOPS for private staff passport application and Note Verbale issuance</p> <p><b>End Product:</b> Passport and Note Verbale</p>			OCA-DOPS
--	---	--	--	----------

#### b. 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			
Submit the following documents to HRMO-HCSAD	Forward the list of participants with completed documents to the Foreign Service Institute through a memo.	NONE	2-3 days upon submission of complete requirements	Desk Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE			
Prepare and update the Directory of Service Attached Agencies' personnel on overseas assignment.	1. Request from partner agency an updated directory. 2. Cross-reference from/update the division's list. 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.	None	Maximum of 1 month (to confirm returning employee)	Desk Officer			



# **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.

<b>Office or Division:</b>	Shipment Section, Benefits and Welfare Division, HRMO	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G	
<b>Who may avail:</b>	DFA Employees Who are Re-Assigned from Post to the Home Office	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Original Car Registration and English translation, if applicable (1 original and 4 certified true copies)	Recallee DFA- OAMSS-GRAD	
Original Car Invoice or Deed of Sale and English translation, if applicable (1 original and 4 certified true copies)	Recallee DFA- OAMSS-GRAD	
Original Bill of Lading (BL)  (1 original BL and 4 certified true copies for the household goods and personal effects)  (1 original BL and 4 certified true copies for the vehicle)	Foreign Forwarder/Broker  Recallee DFA- OAMSS-GRAD  Recallee DFA- OAMSS-GRAD	
Original inventory/packing list (1 original and 4 certified true copies)	Foreign Forwarder/Broker Recallee / DFA- OAMSS-GRAD	
Recall/Reassignment Order and Extension of Date of Recall, if any (8 certified true copies)	DFA- HRMO-PMD-Rotation Unit DFA- OAMSS-GRAD	
Certificate of arrival (8 certified true copies)	DFA- HRMO-BWD- Shipment Unit DFA- OAMSS-GRAD	
Photocopy of passport data page and the page with arrival stamp (8 certified true copies)	Recallee DFA- OAMSS-GRAD	
Photocopy of TIN ID or BIR Form	Recallee DFA- OFMS- Payroll Unit	
Certificate of emoluments issued by the Foreign Service Accounting, OFMS  (8 certified true copies)	DFA- OFMS- Foreign Service Accounting  DFA- OAMSS-GRAD  DFA- OFMS- Foreign Service Accounting	
Submit the following documents to OFMS:		



(for the issuance of Certificate of Emoluments):				
1. Certificate of Last Payment from Post 2. Travel Order from Post 3. Recall Order and Extension Order, if any 4. Certificate of Arrival (Shipment Section, BWD-HRMO) 5. Service Record (RIU-HRMO) 6. Post Clearance		Post of Assignment Post of Assignment DFA- HRMO DFA- HRMO-BWD- Shipment Unit DFA- HRMO-RIU Post of Assignment		
Affidavit for Shipment of Household Goods and Personal Effects Including Motor Vehicle Form DFA-HRM-B-10 (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 DFA-HRMO-BWD
	1.2 Prepare the endorsement letter and Motor Vehicle Computation to the Director, Revenue Office, Department of Finance to be signed by the BWD Director	None	1 day 1 day 1 day	BWD Shipment Unit DFA-HRMO-BWD Principal Assistant DFA-HRMO-BWD Director DFA-HRMO-BWD
	1.3 Sort / Collate the submitted documents for submission to DOF, Personal File of the recallee and HRMO-BWD- Shipment Unit File		1 Hour	BWD Shipment Unit DFA-HRMO-BWD
	1.4 Control Number for the endorsement letter	None	1 Minute	Records Unit DFA-HRMO-BWD
2. Receive the endorsement letter(s)	1.5 Release the endorsement letter(s) with instructions to the recallee for subsequent submission to DOF	None	20 Minutes	BWD Shipment Unit DFA-HRMO-BWD
	TOTAL	0	3 working days	



## 2. Availment of Financial Assistance through One Appeal Plan

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

<b>Office or Division:</b>	Wellness Section, Benefits and Welfare Division, Human Resources Management Office
<b>Classification:</b>	Highly technical
<b>Type of Transaction:</b>	G2G
<b>Who may avail:</b>	<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"> <li>1. Regular, casual, contractual employees of the Department, including Contract of Service (COS) workers;</li> <li>2. Lawful spouse of regular, casual, contractual employees of the Department. In the case of COS, only COS is qualified;</li> <li>3. Unmarried children (legitimate or illegitimate) of (1) and (2) employees;</li> <li>4. Parents of (1); and</li> <li>5. Parents-in-law and grandparents of (1)</li> <li>6. Charitable institutions</li> </ol>

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Primary Requirements:				
1. Letter of Request for Financial Assistance (1 original) 2. DFA ID (1 photocopy)		Applicant Applicant		
Requirements for Medical expenses:				
1. Doctor's prescription/ diagnosis (1 photocopy) 2. Medical receipts/ hospital bills/SOA (1 photocopy)		Medical institutions and/or physicians Medical institutions and/or physicians		
Requirements for Burial expenses:				
1. Death Certificate issued by PSA (1 photocopy) 2. Memorial/ Burial services receipts (1 photocopy) 3. Marriage certificate issued by PSA, if applicable (1 photocopy) 4. Birth certificate issued by PSA, if applicable (1 photocopy)		Philippine Statistics Authority Funeral service provider Philippine Statistics Authority Philippine Statistics Authority		
Requirements for Calamity and other Emergency expenses:				
1. Barangay certificate (1 original) 2. Proof of damage (photos) 3. Summary of expenses including receipts (1 original)		Barangay Applicant Providers, such as but not limited to hardware stores, repair service firms		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the required documents to the desk officer/OAP Secretariat	1. Check and verify the submitted documents of the applicant	None	15 minutes	<i>Clerk/Desktop Officer/Secretariat, Wellness Unit, BWD-HRMO</i>
	2. Draft and print Memo with his/her initial upon receipt of complete and evaluated requirements from DFA	None	1 day	<i>Clerk/Desktop Officer/Secretariat,</i>



	personnel requesting financial assistance through OAP			<i>Wellness Unit, BWD-HRMO</i>
	3. Review Memo and put initial; return Memo to Desk Officer if with correction	None	1 day	<i>Principal Assistant, BWD-HRMO</i>
	4. Review Memo and puts initial; return Memo to Desk Officer if with correction	None	1 day	<i>Director, BWD-HRMO</i>
	5. Review Memo and puts initial; return Memo to Desk Officer if with correction	None	1 day	<i>Executive Director, HRMO</i>
	6. Approve and sign Memo; return Memo to Desk Officer if with correction.	None	1 day	<i>Assistant Secretary, HRMO</i>
	7. Forward the signed Memo to three (3) OAP Committee members for further approval of the requested assistance	None	1 day	<i>Clerk/Desk Officer/Secretariat, Wellness Unit, BWD-HRMO</i>
	8. Approve/ Disapprove the requested assistance (Signs the Memo)	None	2 days	<i>Chief Coordinator, OSEC</i>  <i>Undersecretary for Administration</i>  <i>Office assigned on a semi-annual rotation basis</i>
	9. Forward the memo, duly-approved and signed by three (3) OAP Committee, to the Special Disbursing Officer (SDO)/Bookkeeper designated by OFMS for printing of disbursement voucher (DV) and cheque	None	1 day	<i>Clerk/Secretariat, BWD-HRMO</i>
	10. Create and print DV and cheque	None	1 day	<i>Special Disbursing Officer (SDO)/Bookkeeper, OFMS</i>
	11. Forward the DV and cheque to HRMO for signature of BWD Director/ Head of OAP Secretariat and of the HRMO Assec	None	1 day	<i>Special Disbursing Officer (SDO)/Bookkeeper, OFMS</i>
	11. Sign the DV and cheque	None	1 day	<i>Director, BWD-HRMO</i>  <i>Assistant Secretary, HRMO</i>
	12. Get the duly-signed DV and cheque from HRMO Director and Assistant Secretary, and forward the same to OFMS Assistant Secretary for his/her signature	None	1 day	<i>Clerk/Secretariat, BWD-HRMO</i>
	13. Sign the DV and cheque	None	1 day	<i>Assistant Secretary, OFMS</i>
	14. Get the duly-signed voucher and cheque from OFMS Assistant	None	1 day	<i>Clerk/Secretariat, BWD-HRMO</i>



	Secretary and record the details of the DV and cheque.			
	15. Inform the applicant that his request has been approved and that he can pick up the cheque	None	15 minutes	Clerk/Secretariat, BWD-HRMO
16. Pick up the cheque and sign the receiving copy	17. Record the date and time of pick-up of cheque by the applicant.	None	10 minutes	Clerk/Secretariat, BWD-HRMO
	<b>TOTAL</b>	0	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.

<b>Office or Division:</b>	Day Care Center, Benefits and Welfare Division, HRMO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G- Government to Government			
<b>Who may avail:</b>	DFA Employees ( Regular, Casual, Contractual)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>
1. Sign in the log book at the Day Care center	1. Give the log book to the parent	None	3 minutes	DFA Day Care Teacher
2. Submit the required documents to the teacher present at the center	2. Receive the documents and check for completeness 2.1. Compile all the submitted documents in a folder.	None	1 day	DFA Day Care Teacher
3. Send child to the Day Care Center	3. Include the child in the roster of enrolled children.	None	3 minutes	DFA Day Care Teacher
	<b>TOTAL</b>	0	1 day	



#### 4. Enrolment and Updating of Records with PhilHealth

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

<b>Office or Division:</b>	Health Section, Benefits and Welfare Division, HRMO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All DFA personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
PhilHealth Member Registration Form (PMRF)		HRMO-BWD Office		
Birth Certificate, if applicable		PSA		
Marriage Certificate, if applicable		PSA		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application together with supporting documents for declared qualified dependents to BWD Health Unit	1. Evaluate and receive application	None	3 mins	Health Section Assistant
	2. Endorse the accomplished form and supporting documents to PhilHealth Field Office for processing	None	3 days	Health Section Assistant
	<b>TOTAL</b>	0	3 days	



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

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

<b>Office or Division:</b>	Travel Arrangement Section, Benefits and Welfare Division, HRMO						
<b>Classification:</b>	Complex						
<b>Type of Transaction:</b>	G2G						
<b>Who may avail:</b>	DFA personnel for foreign assignment						
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>					
1. Assignment Order	HRMO – Placement Section						
2. Travel Order	Office of the Secretary (OSEC)						
3. Clearances	Human Resources Management Office (HRMO) and Office of Financial Management Services (OFMS)						
4. TEC/s	Department of Tourism (DOT) - Tourism Infrastructure and Enterprise Zone Authority (TIEZA)						
<b>CLIENT STEPS</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>			
1. Submit certified true copies (CTC) of the Assignment Order, Travel Order, Clearances and TEC/s of personnel leaving for foreign assignment at least 2 months before the scheduled trip	1. Receive certified true copies (CTC) of the Assignment Order, Travel Order, Clearances and TEC/s of personnel leaving for foreign assignment	None	15 minutes	TAS Action Officer			
	2.1. Prepare endorsement to DOT-TIEZA to be initialed by TAS Head and signed by BWD-Director/HRMO Officer and signed by the Executive Director/HRMO Officer for the Assistant Secretary of HRMO.	None	1 day	TAS Action Officer TAS Unit Head, for initial BWD Director/Principal Assistant HRMO Executive Director HRMO Assistant Secretary			
	2.2. File the application for TEC and claim issuance on behalf of the applicant with DOT-TIEZA.	None	1 day	TAS Action Officer DOT			
	2.3. Prepare the Request for Quotation Form (DFA-HRM-B-03) and secure at least three (3) airplane fare quotations from travel agencies providing travel services to DFA as per MC 03-97; MC 23-96.	None	1 day	TAS Action Officer TAS Unit Head, for signature of RFQ			
	2.4. Request for the issuance of temporary booking to the travel agency that offers the most direct, economical and advantageous to the DFA personnel	None	1 day	TAS Action Officer			



2. Receive, review and confirm tentative booking	3. Inform/forward to personnel the flight itinerary and request confirmation if acceptable.	None	15 minutes	TAS Action Officer
	4. Prepare Transportation Order signed by TAS Action Officer, signed by TAS Head, (DFA-HRM-B-07); route to the BWD Director for signature.	None	1 day	TAS Action Officer TAS Head BWD-Acting Director
	5. Route the Transportation Order to the Department Chief Accountant for funding.	None	2 days	TAS Action Officer OFMS
	6. Route the Transportation Order to TAS for review and numbering, noted and approved by BWD-Acting Director.	None	15 minutes	TAS Action Officer BWD-Acting Director
3. Receive copy of ticket	7. Arrange/coordinate the issuance and delivery of airplane ticket to DFA personnel	None	15 minutes	TAS Action Officer
	8. Prepare and send to Post the Notice of Arrival of personnel.	None	15 minutes	TAS Action Officer TAS Unit Head for initial BWD Director/Principal Assistant HRMO Executive Director HRMO Assistant Secretary
	TOTAL	0	7 days	



## 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 through 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 <sup>nd</sup> 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 Fecalysis	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,	None	1 day	Clerk, FAU



	interview and orient the private staff			
	1.2 Draft endorsement for the issuance of official passport and note verbale, if needed	None	1 day	Clerk, FAU
	1.3 Have endorsement signed by authorized signatory	None	30 minutes	Clerk, FAU / Authorized signatory
	1.4 Photocopy requirements submitted as attachments of the signed endorsement	None	10 minutes	Clerk, FAU
	1.5 Give endorsement to private staff	None	10 minutes	Clerk, FAU
2. Submit endorsement to OCA-DOPS, 3 <sup>rd</sup> 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 <sup>nd</sup> 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 <sup>nd</sup> floor, DFA ASEANA
4. Submit validated official receipt to OCA-DOPS	4. Receive 2 <sup>nd</sup> 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.

<b>Office or Division:</b>	Leave Section, Benefit and Welfare Division, HRMO			
<b>Classification:</b>	Highly technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	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.

<b>Office or Division:</b>	Benefit and Welfare Division-Leave Section				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2G - Government to Government				
<b>Who may avail:</b>	All foreign service personnel other than Heads of Post				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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.

<b>Office or Division:</b>	Benefits and Welfare Division – Terminal Leave Benefits Section			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C Government to Citizen			
<b>Who may avail:</b>	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"> <li>• Application for retirement (for Mandatory Retirees)</li> <li>• C.S. Form No. 6 (Leave Form)</li> <li>• Affidavit of Monetary Claim</li> <li>• Affidavit of Undertaking for Trust Deposit 5% to 10%</li> <li>• DFA Clearance (Financial Accountability and All offices)</li> <li>• Personnel Leave Computation Card</li> <li>• Summary of Total Leave Balance</li> </ul>	Terminal Leave Benefits Section			
<ul style="list-style-type: none"> <li>• Certificate of Last Payment (from Home Office)</li> </ul>	Office of Fiscal Management- Payroll unit			
<ul style="list-style-type: none"> <li>• Updated Employee Service Record</li> <li>• Updated Personnel Information Sheet</li> </ul>	Records Management Section (RMS)			
<ul style="list-style-type: none"> <li>• BFSA Certificate</li> </ul>	Board of Foreign Service Administration			
<ul style="list-style-type: none"> <li>• Letter of Early Retirement / Resignation with Copy of Acceptance duly signed by Appropriate authorities (Malacañang, SFA or OUA)</li> <li>• Notice of Salary Adjustment/Increment</li> </ul>	HRMO-Selection Section			
<ul style="list-style-type: none"> <li>• Turn-over Report</li> <li>• DFA I.D</li> <li>• Statement of Assets and Liabilities (SALN) as of Last Day of Service</li> </ul>	Applicant			
If Retired/Resigned/Died at Post:	<ul style="list-style-type: none"> <li>• Post Clearance</li> <li>• Certificate of Last Payment from Post</li> <li>• Certificate of Arrival</li> <li>• Copy of Assignment Order</li> </ul>			
	Post			
<ul style="list-style-type: none"> <li>• PSA Death Certificate or Report of Death of deceased employee</li> <li>• PSA Marriage Certificate of deceased employee</li> <li>• PSA Birth Certificate/s of ALL Legal Heirs</li> <li>• PSA Marriage Certificate/s of <i>married female heirs</i></li> <li>• PSA CENOMAR of deceased employee (for single)</li> <li>• PSA Death Certificate of Both Parents (<b>If Applicable</b>)</li> <li>• PSA/NSO Death Certificate of Deceased Sibling (<b>If Applicable</b>)</li> </ul>	Philippine Statistics Authority (PSA)			
<ul style="list-style-type: none"> <li>• Notarized Affidavit List of Surviving Heirs, with copies of IDs</li> <li>• Notarized Affidavit of Waiver of Rights (<b>If Applicable</b>)</li> </ul>	From Affiant/s			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished	1. Receive the duly accomplished requirements.	None	10 minutes	TLB staff



requirements for TLB claim.	1.2 Evaluates\ the submitted documents			
	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

<b>Office or Division:</b>	Medical Clinic, Benefits and Welfare Division, HRMO				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2G – Government to Government				
<b>Who may avail:</b>	DFA Employees bound for foreign assignment				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
Annual Physical Examination Result - Blood Chemistry, Complete Blood Count, Urinalysis, Chest Xray (PA View), ECG (for 35 Years old and above and if Prescribed), HbsAg, Fecalysis (1 Photocopy)		Accredited Laboratory Clinics			
Medical Clearance (if required) (1 Photocopy)		Private Physician			
Psychological Examination Result (1 Photocopy)		Clinic of choice for Psychological Exam			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
		<b>TOTAL</b>	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.

<b>Office or Division:</b>	BWD Pag-IBIG	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G/G2C	
<b>Who may avail:</b>	DFA Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Member's Change of Information Form (MCIF)</b>	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	
<b>Member's Data Form</b>	Pag-IBIG	
1. Two (2) Valid ID (copy only)	Applicant	
<b>Application for Provident Benefits Claim (APB)</b>	Pag-IBIG	
<b>MATURITY</b>		
1. Service Record	DFA-HRMO RMS	
2. Two (2) Valid ID's (copy only)	Applicant	
<b>DEATH</b>	Pag-IBIG	
1. Service Record	DFA HRMO RMS	
2. Notarized Proof of Surviving Legal Heirs and ID cards (copy only) of witnesses	Pag-IBIG Notary Public	
3. Notarized Affidavit of Guardianship with signature of (2) barangay officials on the corroboration portion if with minor children.	Pag-IBIG Notary Public	
4. Marriage Contract of member	Philippine Statistic Authority (PSA)	
5. Death Certificate of member	Philippine Statistic Authority (PSA)	
6. Birth Certificate member's children	Philippine Statistic Authority (PSA)	
7. Marriage Contract of member's daughter if married	Philippine Statistic Authority (PSA)	
8. Death Certificate of member's Spouse if deceased	Philippine Statistic Authority (PSA)	
9. Death Certificate of member's children if with deceased children	Philippine Statistic Authority (PSA)	
10. If with Illegitimate children: a. Notarized Affidavit of Cohabitation attested by Two Disinterested Person	Notary Public Two Disinterested Person	
11. If with Housing Loan: a. Certificate of Full Payment-if fully paid b. Certificate of Cancellation/ Certificate of Closure and Deed of Voluntary Surrender-if cancelled or foreclosed	Pag-IBIG	
12. Funeral Receipt	Funeral Services	
13. Joint Affidavit of Abandonment attested by Two Disinterested Person if the children abandoned by the parent	Pag-IBIG Notary Public	
14. Joint Affidavit of Two Disinterested Person if with Discrepancy	Pag-IBIG Notary Public	
15. 2 Valid ID's each Members of the family and witnesses (copy only)	Applicant	
16. Notarized Waiver of Rights from the claimants of member	Pag-IBIG	
17. Notarized Affidavit of Undertaking	Pag-IBIG	
<b>RETIREMENT</b>		
1. Service Record	DFA-HRMO RMS	



2. Two (2) Valid ID's (copy only)	Applicant			
<b>PERMANENT DEPARTURE</b>				
1. Service Record	DFA-HRMO RMS			
2. Proof of Residence Visa	Applicant			
3. Two (2) Valid ID's (copy only)	Applicant			
<b>Request for Consolidation/Merging of Member's Records</b>				
1. Two (2) Valid ID's (copy only)	Applicant			
<b>Multi-Purpose Loan Application (MPL)</b>				
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			
<b>Updating of Member Saving Program 1</b>				
1. Authority to Deduct	Applicant			
2. One (1) Valid ID (copy only)	Applicant			
<b>Modified Pag-IBIG (MP2)</b>				
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.

<b>Office or Division:</b>	HRMO-RSPD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to government employees			
<b>Who may avail:</b>	Qualified Foreign Service personnel			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Foreign Service Preference Form		HRMO - Placement Section		
Travel Order Form		HRMO - Placement Section		
Clearance (Admin and OFMS)		HRMO - Placement Section		
<b>CLIENT STEPS</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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)		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			10 working days  additional 10 working days from the time HRMO	Desk Assistant



	<p>the vacancy to Offices, FSPs, and COs.</p> <p>If Post selects a personnel from another FSP, HRMO sends fax to concerned FSP to confirm its no objection to the reassignment of said personnel to another FSP.</p>		<p>received Post's reply</p> <p>Additional 10 working days from the time HRMO received Post's reply</p>	
9.	<p>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>		<p>15 working days</p>	<p>Desk Assistant</p> <p>Undersecretary for Administration</p> <p>Secretary of Foreign Affairs</p>
10. Receives signed AO and starts processing clearance	<p>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.</p> <p>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>		<p>1 working day</p>	Desk Assistant
11. Submits accomplished Estimation of Budget for Deployment Form.	<p>Prepares Travel Orders of personnel upon submission of duly accomplished Estimation of Budget for Deployment Form.</p>		<p>1 working day</p>	
	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

<b>Office or Division:</b>	HRMO-RSPD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to government employees			
<b>Who may avail:</b>	Qualified applicants who passed the employment examination and interviews and are recommended for hiring by the hiring office.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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: • 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.

<b>Office or Division:</b>	Performance and Records Management Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	FSPs and COs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
FSP's/CO's GAD Plan and Budget				
GAD PCW-NEDA- DBM Circular on Planning and Budgeting				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
	<b>TOTAL</b>	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).

<b>Office or Division:</b>	Performance and Records Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Selection, Placement and PRAISE Sections of PRMD			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Request for verification with matrix of names of personnel who are due for promotion, assignment or possible recipient of awards				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request via e-mail to ACS	1. Receive request 2. Verify from ACS matrix of pending cases with the BFSA	None	1 working day	ACS personnel
	TOTAL	0	1 day	



## 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) and Service Record of personnel and other documents from 201 file. This is in line with its mandate to handle matters pertaining to the retention, management and storage of paper and electronic records of the personnel of the Department.

<b>Office or Division:</b>	Performance and Records Management Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All personnel of the Department			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request PIS/Service Record through email/fax/memo/ phone call or in person	1.1 Receive request for printed PIS/Service Record	None	1 working day	Records Management Section
	1.2 Prepare cover memo/fax and/or print requested PIS		1 working day	Records Management Section
2. Receive requested PIS/Service Record	2.1 Transmit PIS/Service Record with cover memo/fax or give PIS/Service Record to walk-in clients or send through email	None	1 working day	Records Management Section
3. Receive requested documents (such as SALN, OO, Assumption of Duty, PDS, et al.) from 201 file	3.1 Give documents to walk-in clients or send through email the requested documents	None	3 working days	Records Management Section
	<b>TOTAL</b>	0	6 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.

<b>Office or Division:</b>	Performance and Records Management Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	All personnel of the Department			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Appeal should be formally made through a memorandum or fax attaching relevant documents				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	0	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.

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

<b>Office or Division:</b>	HRMO – HONORARY CONSULS AND SERVICE ATTACHES DIVISION			
<b>Classification:</b>	Highly-Technical			
<b>Type of Transaction:</b>	G2G			
<b>Who may avail:</b>	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 recommendation of FSPs (to OUMAIER, OUMWA, Geographic Offices, OFMS, ISU)	NONE	2-3 days	Desk Assistant for the particular region (Americas, 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 seal, 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 Application Form of honorary consul	TMS receives the ID application form	NONE	15 minutes	Desk Assistant in TMS Unit
	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	NONE	1-3 days	Desk Assistant for the particular region (Americas,



	recommendation for comments			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.

<b>Office or Division:</b>	HRMO - Performance and Records Management Division (PRMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	FSPs, COs, and offices in the Home Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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
		<b>TOTAL</b>	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.

<b>Office or Division:</b>	HRMO - Performance and Records Management Division (PRMD)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	FSPs, COs, and offices in the Home Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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
		<b>TOTAL</b>	Fourteen (14) Working Days	



### FEEDBACK AND COMPLAINTS MECHANISM

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

Office	Address	Contact Information
Human Resources Management Office	3 <sup>rd</sup> Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8832 3264 Email: <a href="mailto:hrmo@dfa.gov.ph">hrmo@dfa.gov.ph</a>



# **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.

<b>Office or Division:</b>	OFMS – Financial Resources and Management Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C, G2G
<b>Who may avail:</b>	End-users within the Home Office
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 <sup>1</sup>	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	Audit Examiner Financial Evaluation and Control Section (FECS) or Records Clerk 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	Audit Examiner FECS
	1.3. Examiner submits the pre-audited transaction to the reviewer		10 minutes	Audit Examiner FECS
	1.4. Reviewer verifies the computation and checks the attached documentary requirements		2 days	Audit Reviewer FECS
	1.5. Reviewer submits the pre-audited transaction to Disbursing Unit		5 minutes	Audit Reviewer FECS

<sup>1</sup> Processing Time depends on volume and complexity of transaction.



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 Disbursing Unit – FRMD</i>
1.7. Disbursing Unit Assistant submits the DV and attachments to the examiner for review and indexing		5 minutes	<i>Assistant Disbursing Unit – FRMD</i>
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 FECS</i> <i>Audit Reviewer FRMD</i>
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 FECS-FRMD</i>
<b>Total for Financial Evaluation and Control Section and Disbursing Unit</b>		<b>7 days</b>	
<b>End User Office signs the Box A of the Disbursement Voucher</b>		<b>30 minutes-3 days (paused-clock)</b>	
<b>Home Office Accounting</b>			
<b>Deposit of Payment – LDDAP ADA</b>			
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		45 minutes	Cash Unit



	LDDAP-ADA per signatories			
	1.15. Encode or Record in the Logbook (electronic receiving copies)		165 minutes	
	1.16. Prepare, print and review the LDDAP-ADA		90 minutes	
	1.17. Submit to authorized signatories LDDAP-ADA		1 day	
	1.18. Upon receipt of ADA, sort, assign and stamp control data and number. Prepare and Review SLIIAE		180 minutes	
	1.19. Route the SLIIAE for signature Department Chief Accountant and OFMS-ASEC		60 minutes	
	1.20. Submit the SLIIAE and LDDAP-ADA to the Government Servicing Bank		60 minutes	
	1.21. Retrieves from the file to update the CkADARec		60 minutes	
2. End-user's Service/Product provider monitor the receipt of payment				Service/Product Provider
3. End-user's Service/Product provider issues official receipt				Service/Product Provider
<b>TOTAL:</b>		None	<b>20 days</b>	



## 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).

<b>Office or Division:</b>	OFMS – Financial Resources and Management Division
<b>Classification:</b>	Highly Technical (Multi-Stage)
<b>Type of Transaction:</b>	G2C, G2G
<b>Who may avail:</b>	End-users within the Home Office
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Obligation and Request Status (1 <sup>st</sup> 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 <sup>st</sup> Payment Original subsequent payment CTC	End-user's Administrative Officer
Certificate of Availability of Funds (1 <sup>st</sup> 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 <sup>st</sup> Payment 1 Original, subsequent payment 1 CTC not applicable for public bidding)	OFMS - FRMD
Memorandum from OAMSS (1 <sup>st</sup> 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>*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.</p> <p>Processing Time per Document. The Processing Time depends on the volume and complexity of transaction.</p>							
<p>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.</p>							
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME <sup>2</sup>	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	Audit Examiner Financial Evaluation and Control Section (FECS) or Records Clerk 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		5 days	Audit Examiner FECS			
	1.3. Examiner submits the pre-audited transaction to the reviewer		5 minutes	Audit Examiner FECS			
	1.4. Reviewer verifies the computation and checks the attached documentary requirements		1 day	Audit Reviewer FECS			
	1.5. Reviewer submits the pre-audited transaction to Disbursing Unit		5 minutes	Audit Reviewer FECS			

<sup>2</sup> Processing Time depends on volume and complexity of transaction.



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 Disbursing Unit – FRMD</i>
1.7. Disbursing Unit Assistant submits the DV and attachments to the examiner for review and indexing		10 minutes	<i>Assistant Disbursing Unit – FRMD</i>
1.8. Examiner checks and forwards the DV and attachments to the reviewer for his/her initials which is then forwarded to the FRMD- Director		15 minutes	<i>Audit Examiner FECS</i> <i>Audit Reviewer FRMD</i>
1.9. FRMD-Director signs the DV		60 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.		15 minutes	<i>Records Clerk FECS-FRMD</i>
<b>Total for Financial Evaluation and Control Section and Disbursing Unit</b>		<b>7 days</b>	
<b>End User Office signs the Box A of the Disbursement Voucher</b>		<b>3 days (paused-clock)</b>	
<b>Budget Division for Posting of Balances</b>			
<b>Home Office Accounting</b>			
<b>LDDAP ADA</b>			
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 SLIAE		180 minutes	Cash Unit
1.19. Route the SLIAE for signature Department Chief Accountant and OFMS-ASEC		60 minutes	Cash Unit
1.20. Submit the SLIAE and LDDAP-ADA to the Government Servicing Bank		60 minutes	Cash Unit
1.21. Retrieves from the file to update the CkADARec		60 minutes	Cash Unit
<b>Total for Cash Unit</b>		<b>3 days</b>	
<b><i>Issuance of Check</i></b>			
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
	<b>Total Cash Unit</b>		<b>3 days</b>	
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
	<b>TOTAL:</b>	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

<b>Office or Division:</b>	OFMS – Financial Resources and Management Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C, G2G
<b>Who may avail:</b>	End-users within the Home Office
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 <sup>3</sup>	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 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

<sup>3</sup> Processing Time depends on volume and complexity of transaction.



	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 FECS</i>  <i>Audit Reviewer FRMD</i>
	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 FECS-FRMD</i>
	<b>Total for Financial Evaluation and Control Section and Disbursing Unit</b>		<b>7 days</b>	
<b>Issuance of ORS Budget Division</b>				
<b>End User Box A</b>				
<b>Home Office Accounting</b>				
<b><i>Issuance of Check</i></b>				
	1.11. Receives DV, ORS, and supporting documents		15 minutes	Cash Unit
	1.12. Checks completeness of signatories on DV and ORS		30 minutes	Cash Unit
	1.13. Groom the arrangements of documents		1 day	Cash Unit
	1.14. Segregate for encoding issuance of checks per signatories		40 minutes	Cash Unit
	1.15. Assign blank check and record or post to Check and ADA Disbursements Record and to Check Registry		50 minutes	Cash Unit
	1.16. Print and review the check		60 minutes	Cash Unit
	1.17. Submit to authorized signatories check for signature		1 day	Cash Unit
	1.18. Upon receipt of duly signed check, prepare and review ACIC		85 minutes	Cash Unit



	1.19. Head of Cash Unit signs and FRMD-Director approves the ACIC		30 minutes	Head Cash Unit <i>FRMD Director</i>
	1.20. Submit the Disc to the Government Servicing Bank		1 day	Cash Unit
	<b>Total Cash Unit</b>		<b>3 days</b>	
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
	<b>TOTAL:</b>	None	20 days	

#### FEEDBACK AND COMPLAINTS MECHANISM

How to send feedback?

Accomplish Client Feedback Form, then drop it at the designated drop box placed in the reception area of the OFMS Division.

Contact Info.: 834-4700 to 01

Email Add.: [ofms@dfa.gov.ph](mailto: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. Feedback will be forwarded to the Division Director concerned and shall relay it to the members of the team, if needed.

How complaints are processed?

ARTA: [complaints@arta.gov.ph](mailto: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 <sup>th</sup> Floor, 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Contact Info.: 834-4700 to 01 Email Add.: <a href="mailto:ofms@dfa.gov.ph">ofms@dfa.gov.ph</a>



# **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.

<b>Office/Division:</b>	Office of Financial Management Services - Home Office Accounting			
<b>Classification:</b>	Simple/Complex/Highly Technical			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	All DFA Personnel Only			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Foreign Assignment <ul style="list-style-type: none"> <li>• Assignment Order (1 CTC)</li> <li>• Travel Order (1 CTC)</li> </ul> Leave (To be spent abroad, to be spent within the Philippines exceeding 30 calendar days, Study, Maternity) <ul style="list-style-type: none"> <li>• Approved Leave Form signed by the Head of Office where the applicant is stationed (CS Form No. 6; Revised 1984) (2 CTC)</li> </ul> Terminal Leave Benefits/Trust Deposit (Retirement, Resignation or Termination of Employment) <ul style="list-style-type: none"> <li>• Letter of Resignation (1 CTC)</li> <li>• Acceptance of Resignation/ Retirement, or Termination Letter/Order (1 CTC)</li> <li>• Certificate of Last Payment (1 CTC)</li> </ul>	HRMO HRMO  Office where the applicant is stationed  DFA Personnel Office of the President, OUA, or HRMO  OFMS			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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)  1.2 HOA office reception to log-in the application of clearance of personnel	None	3 minutes  3 minutes	Administrative Support Unit – HOA  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,



	<p>2.1.2. Leave</p> <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>3 days</p> <p>20 days</p> <p>5 minutes</p> <p>15 minutes</p> <p>5 minutes</p>	<p>Receivables, RCO, &amp; PRF)</p> <p>Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, &amp; PRF)</p> <p>Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, &amp; PRF)</p> <p>Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, &amp; PRF)</p> <p>Receivables Unit</p> <p>Accounts Examiners and Reviewers from Cash, Cash Advances, Receivables, RCO, &amp; 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 to his/her review of the clearance.	None	3 minutes	Assistant Chief Accountant
	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
	<b>TOTAL:</b>	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.

<b>Office/Division:</b>	Office of Financial Management Services - Home Office Accounting			
<b>Classification:</b>	Simple/Complex			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	All DFA Personnel Only			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Foreign Assignment <ul style="list-style-type: none"> <li>• Assignment Order (1 CTC)</li> <li>• Travel Order (1 CTC)</li> <li>• HRMO Clearance (1 CTC)</li> <li>• OFMS Clearance (1 CTC)</li> <li>• Confirmed Ticket (Itinerary of Travel) (1 CTC)</li> </ul>	HRMO HRMO HRMO OFMS HRMO/DFA Personnel			
Promotion from Contractual to Regular Appointment <ul style="list-style-type: none"> <li>• Appointment (1 CTC)</li> <li>• Oath of Office (1 CTC)</li> <li>• Certificate of Assumption of Duty (1 CTC)</li> <li>• Statement of Liabilities and Net Worth (SALN) (1 CTC)</li> <li>• Daily Time Record (1 CTC)</li> </ul>	HRMO HRMO Office Concerned DFA Personnel  HRMO			
Resignation, Termination, or Retirement <ul style="list-style-type: none"> <li>• Acceptance of Resignation/Retirement or Termination Letter/Order (1 CTC)</li> <li>• Service Record (1 CTC)</li> </ul>	Office of the President, OUA, or HRMO  HRMO			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Payroll Unit (for promotion and resignation etc) or Receivables Unit (for foreign assignment)	1.1 Check the completeness of the documents. Incomplete documents will not be processed  1.2 Unit Examiner to log-in the application/request	None	3 minutes  3 minutes	Payroll Unit or Receivables Unit  Payroll Unit or Receivables Unit
	2. Prepare the Certificate of Last Payment (after checking in the payroll the data needed for the certification) 2.1. Foreign Assignment  2.2. Promotion, Resignation, etc.	None	3 days  7 days	Receivables Unit  Payroll Unit
	3. Chief Accountant signs the certificate	None	5 minutes	Chief Accountant



	4. Release the Certificate of Last Payment to the Client 4.1. Foreign Assignment	None	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
<b>TOTAL:</b>		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.

<b>Office/Division:</b>	Office of Financial Management Services - Home Office Accounting			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	All DFA Personnel Only			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Foreign Assignment <ul style="list-style-type: none"> <li>• Assignment Order</li> <li>• Travel Order</li> <li>• HRMO Clearance</li> <li>• OFMS Clearance</li> <li>• Confirmed E-ticket or Itinerary of Travel</li> </ul>		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  1.2 Examiner to log-in the application	None	3 minutes  3 minutes	Administrative Support Unit - HOA  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
<b>TOTAL:</b>		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	Quarterly, the feedbacks are compiled and recorded. Feedback are forwarded to the unit concerned and discussed within the unit as to how the processes will be improved. Should an answer to client is needed, the unit will create a reply immediately for the client.
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	Quarterly, the complaints are compiled, recorded, and evaluated. Complaints are forwarded to the unit concerned and discussed within the unit as to how the processes will be improved. Should an answer to client is needed, the unit will create a reply immediately for the client.
Contact Information	<a href="mailto:ofms@dfa.gov.ph">ofms@dfa.gov.ph</a> Local 4702



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

## **EXTERNAL SERVICES**



## 1. ATN Services – Whereabouts / Ascertaining Condition

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C, G2G, G2B
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Distressed overseas Filipinos</li> <li>• Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>• Former overseas Filipinos</li> </ul>

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
<ul style="list-style-type: none"> <li>• Filled-out ATN Form or referral;             <ul style="list-style-type: none"> <li>- The person requesting must be a family member of the OF or authorized representative;</li> <li>- Contact details of the NOK in the Philippines (address, mobile/telephone number, email address);</li> <li>- Contact details/Information of the NOK in the host country (name, address, mobile/telephone number, email address);</li> <li>- Contact details of the OF (last known address, mobile/telephone number, email address);</li> <li>- Contact details/Information of the company, if any (company name, address, mobile/telephone number, email address);</li> </ul> </li> <li>• Birth Certificate of the OF;</li> <li>• Other relevant documents.</li> </ul>		<ul style="list-style-type: none"> <li>• OUMWA Reception Counter or, other government agencies.</li> <li>• If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>	
		<ul style="list-style-type: none"> <li>• PSA (NSO)</li> </ul>	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<ol style="list-style-type: none"> <li>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</li> <li>1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>	None	20 Minutes	Receptionist / Case Officer
2. Online / Phone / In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be</li> </ol>	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	<p>3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.</p>	None	Communications shall be drafted within three working days	Case Officer Supervisors Communications Officer
4. Providing updates to clients	<p>4.1. Upon receiving feedback from FSP and other concerned agencies**, the case officer shall contact and inform the client on the updates of the case.</p>	None	NOK shall be informed within three working days	Case Officer
5. Continuous Monitoring	<p>5.1. The case officer shall continuously monitor the 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	<p>6.1. Case officer shall jot the completion of the case in their accomplishment report.****</p>	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

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C, G2G, G2B
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Distressed overseas Filipinos</li> <li>● Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>● Former overseas Filipinos</li> </ul>

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>● Filled-out ATN Form:           <ul style="list-style-type: none"> <li>○ The person requesting must be a family member of the OF or authorized representative;</li> <li>○ Contact details of the NOK in the Philippines (address, mobile/telephone number, email address);</li> <li>○ Contact details/Information of the NOK in the host country (name, address, mobile/telephone number, email address);</li> <li>○ Work/Company of the OF;</li> <li>○ Contact details of the company (address, mobile/telephone number, email address)</li> </ul> </li> <li>● Other relevant documents.</li> </ul>		<ul style="list-style-type: none"> <li>● OUMWA Reception Counter</li> <li>● If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<ol style="list-style-type: none"> <li>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</li> <li>1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>	None	20 Minutes	Receptionist / Case Officer
2. Online / Phone / In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</li> <li>2.4. In case of follow-up concerns, the case officer</li> </ol>	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

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2C, G2G, G2B				
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Distressed overseas Filipinos</li> <li>• Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>• Former overseas Filipinos</li> </ul>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
<ul style="list-style-type: none"> <li>• Filled-out ATN Form: <ul style="list-style-type: none"> <li>○ The person requesting must be a family member of the OF or authorized representative;</li> <li>○ Contact details of the OF (last known address, mobile/telephone number, email address);</li> <li>○ Contact details of the NOK in the Philippines (address, mobile/telephone number, email address);</li> </ul> </li> <li>• Other relevant documents</li> </ul>		<ul style="list-style-type: none"> <li>• OUMWA Reception Counter</li> <li>• If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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>	Case Officer Supervisors Communications Officer
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>	Case Officer Supervisors UMWA Budget Division Finance Officer Approving Authority
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

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C, G2G, G2B
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Distressed overseas Filipinos</li> <li>• Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>• Former overseas Filipinos</li> </ul>

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>• Filled-out ATN Form: <ul style="list-style-type: none"> <li>○ Relationship with the OF of the person requesting assistance;</li> <li>○ Contact details of the NOK;</li> <li>○ Information of the OF, such as: Contact details, Medical condition, Work abroad (Employer, Principal Agency), Local Agency, and Medical Abstract</li> <li>○ Flight details of the repatriation</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• OUMWA Reception Counter</li> <li>• If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>
<ul style="list-style-type: none"> <li>• Filled-out Unified Medical Repatriation Assistance Form (UMRAF)</li> </ul>		<ul style="list-style-type: none"> <li>• OUMWA Reception Counter</li> <li>• If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>
<ul style="list-style-type: none"> <li>• Other relevant documents.</li> </ul>		

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<ol style="list-style-type: none"> <li>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</li> <li>1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>	None	20 Minutes	Receptionist/ Case Officer
2. Online / Phone / In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be</li> </ol>	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>	Case Officer Supervisors Communications Officer
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>	Case Officer Supervisors UMWA Budget Division Finance Officer Approving Authority
6. Arrival Arrangements	<p>6.1. As necessary, the case officer shall endorse the case and coordinate with DOH, OWWA, and/or</p>	None	Immediate upon receipt of the flight details	Case Officer



	DSWD for the arrival of the OF. 6.2. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the OF.			
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.



## 5. ATN Services – Shipment of Remains / Cremains

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C, G2G, G2B
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Distressed overseas Filipinos</li> <li>● Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>● Former overseas Filipinos</li> </ul>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>General:</b>	
<ul style="list-style-type: none"> <li>● Filled-out ATN Form:</li> <li>● Letter of Acceptance <ul style="list-style-type: none"> <li>○ Relationship with the OF of the person requesting assistance;</li> <li>○ Contact details of the NOK;</li> <li>○ Information of the OF, such as: Contact details, Medical condition, Work abroad (Employer, Principal Agency), Local Agency, and Medical Abstract</li> <li>○ Flight details of the repatriation</li> </ul> </li> <li>● Other relevant documents.</li> </ul>	<ul style="list-style-type: none"> <li>● OUMWA Reception Counter. If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>
➤ If the deceased OFW is <b>MARRIED</b> :	
<ul style="list-style-type: none"> <li>● PSA CENOMAR/ Advisory on Marriages of the deceased OFW</li> <li>● PSA Marriage Certificate of the deceased OFW</li> <li>● Valid ID of the legal spouse</li> <li>● Letter of Acceptance of the legal spouse</li> </ul> <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"> <li>1. Son or daughter of legal age of OFW shall provide: <ul style="list-style-type: none"> <li>● PSA CENOMAR/Advisory on Marriages of the deceased OFW</li> <li>● PSA Marriage Certificate of the deceased OFW</li> <li>● Authorization Letter executed by the legal spouse (if living) and valid ID</li> <li>● PSA Death Certificate of the legal spouse (if deceased)</li> <li>● PSA Birth Certificate of the son or daughter of OFW</li> <li>● Valid ID of son or daughter of OFW</li> </ul> </li> <li>2. Parent (either mother or father of OFW) shall provide: <ul style="list-style-type: none"> <li>● PSA CENOMAR/Advisory on Marriages of the deceased OFW</li> <li>● PSA Marriage Certificate of the deceased OFW</li> <li>● Authorization Letter executed by the legal spouse (if living) and valid ID</li> <li>● PSA Death Certificate of the legal spouse (if deceased)</li> <li>● PSA Birth Certificate of the OFW</li> <li>● Valid ID of one of the parents</li> </ul> </li> <li>3. Sibling (brother or sister of OFW) shall provide: <ul style="list-style-type: none"> <li>● PSA CENOMAR/Advisory on Marriages of the deceased OFW</li> <li>● PSA Marriage Certificate of the deceased OFW</li> <li>● Authorization Letter executed by the legal spouse (if living) and valid ID</li> <li>● PSA Death Certificate of the legal spouse (if deceased)</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>● PSA</li> </ul>



<ul style="list-style-type: none"> <li>• Valid ID of the brother or sister</li> <li>• PSA Birth Certificate of the deceased OFW</li> <li>• PSA Birth Certificate of the brother or sister</li> </ul> <p>4. Other relatives shall provide:</p> <ul style="list-style-type: none"> <li>• PSA CENOMAR/Advisory on Marriages of the deceased OFW</li> <li>• PSA Marriage Certificate of the deceased OFW</li> <li>• Special Power of Attorney executed by the legal spouse (if living) and valid ID</li> <li>• Special Power of Attorney executed by the nearest NOK (following the order of precedence) and valid ID</li> <li>• PSA Death Certificate of the legal spouse (if deceased)</li> <li>• Valid ID of the relative</li> </ul>				
<p>➤ If deceased has <b>MULTIPLE SPOUSE</b></p>				
<ul style="list-style-type: none"> <li>• Spouse with the earliest recorded marriage in the PSA Advisory of Marriages has the authority to execute the Letter of Acceptance</li> <li>• PSA CENOMAR/Advisory on Marriages of the deceased OFW</li> <li>• PSA Marriage Certificate of the first marriage between the deceased OFW and the legal spouse</li> <li>• Valid ID of the legal spouse</li> </ul>				• PSA
<p>➤ If the deceased OFW is <b>SINGLE</b></p>				
<p>1. Son or daughter of OFW of legal age shall provide:</p> <ul style="list-style-type: none"> <li>• PSA CENOMAR of the deceased OFW</li> <li>• PSA Birth Certificate of the deceased OFW</li> <li>• PSA Birth Certificate of the son or daughter of OFW</li> <li>• Valid ID of son or daughter of OFW</li> </ul> <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"> <li>• PSA CENOMAR of the deceased OFW</li> <li>• PSA Birth Certificate of the deceased OFW</li> <li>• Valid ID of one of the parents</li> </ul> <p>b. Sibling (Brother or Sister of OFW) shall provide:</p> <ul style="list-style-type: none"> <li>• PSA CENOMAR of the deceased OFW</li> <li>• PSA Birth Certificate of the deceased OFW</li> <li>• PSA Birth Certificate of the brother or sister of the deceased OFW</li> <li>• Valid ID of the brother or sister of the deceased OFW</li> </ul> <p>c. Other relative shall provide:</p> <ul style="list-style-type: none"> <li>• PSA CENOMAR of the deceased OFW</li> <li>• PSA Birth Certificate of the deceased OFW</li> <li>• Special Power of Attorney executed by the nearest NOK (following the order of precedence) and valid ID</li> <li>• Valid ID of the relative</li> </ul>				
CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
1. OUMWA processes ATN requests received through email <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or	1.1. The client shall register his personal	None	20 Minutes	Receptionist / Case Officer



<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> <ol style="list-style-type: none"> <li>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>			
2. Online/Phone/In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</li> <li>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.</li> <li>2.5. The case officer shall ask the client to accomplish the Client Feedback Form.</li> <li>2.6. The case officer shall provide his contact details to the client.</li> </ol>	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 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>	Case Officer Supervisors Communications Officer
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>	Case Officer Supervisors UMWA Budget Division Finance Officer Approving Authority
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

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Distressed overseas Filipinos</li> <li>● Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>● Former overseas Filipinos</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>● Filled-out ATN Form:           <ul style="list-style-type: none"> <li>○ Contact person abroad and his/her contact details</li> </ul> </li>   <li>● Authorization Letter (If requested by FSPs).</li> </ul>		<ul style="list-style-type: none"> <li>● OUMWA Reception Counter</li> <li>● If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>		
<b>CLIENT STEPS</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<ol style="list-style-type: none"> <li>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</li> <li>1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</li> <li>2.4. In case of follow-up concerns, the case officer shall inform the</li> </ol>	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>	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	<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>	Case Officer Supervisors UMWA Budget Division Finance Officer Approving Authority
6. Arrival Arrangements	6.1. The case officer shall also inform the NOK and other concerned agencies on the arrival details of the shipment.	None	Within three days upon receipt of the flight details	Case Officer



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.

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



## 7. ATN Services – Employment Related Concerns

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Distressed overseas Filipinos</li> <li>• Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>• Former overseas Filipinos</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Filled-out ATN Form: <ul style="list-style-type: none"> <li>◦ Contact details of the OFW;</li> <li>◦ Contact details of its employer, principal agency, and local agency</li> </ul> </li> <li>• Employment contract</li> </ul>		<ul style="list-style-type: none"> <li>• OUMWA Reception Counter</li> <li>• If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>		
<b>CLIENT STEPS</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*		None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview		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>	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	<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>5.1 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.



## 8. Jail Visitation

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Distressed overseas Filipinos</li> <li>● Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>● Former overseas Filipinos</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>● Filled-out ATN Form: <ul style="list-style-type: none"> <li>○ Relationship of the person requesting with the Filde detainee;</li> <li>○ Contact details of the NOK (address, mobile/telephone number, email address); and</li> <li>○ Information of the Filde detainee</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>● OUMWA Reception Counter</li> <li>● If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<ol style="list-style-type: none"> <li>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</li> <li>1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</li> <li>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</li> </ol>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	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.			
3. Case transmittal	3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.	None	For urgent cases, communications shall be drafted within the day  For non-urgent cases, communications shall be drafted within three working days	Case Officer Supervisors Communications Officer
4. Providing updates to clients	4.1. Upon receiving feedback from FSP and other concerned agencies**, the case officer shall contact and inform the client on the updates of the case.	None	For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update  For non-urgent cases, NOK or other interested parties shall be informed within three working days	Case Officer
5. Continuous Monitoring	5.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.  Case officers use their respective monitoring tools (i.e. OUMWA Internal Records Information Center or ATN Shared Information Administration)***	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.



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

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Distressed overseas Filipinos</li> <li>● Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>● Former overseas Filipinos</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
● Filled-out ATN Form: <ul style="list-style-type: none"> <li>○ The person requesting must be a family member of the OF in distressed; and</li> <li>○ 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)</li> </ul>	<ul style="list-style-type: none"> <li>● OUMWA Reception Counter</li> <li>● If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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"> <li>○ Issue a Certification stating the case of the OF and the reason for the compassionate visit;</li> <li>○ Send a letter to the respective foreign Embassy requesting consideration for the approval of the Visa application; and/or</li> </ul> <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 Supervisors 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 Supervisors Administrative Officer</p>
<b><i>With ATN Funding for Roundtrip Airfare Ticket:</i></b>				
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	Receptionist/ Case Officer



	1.4. Upon submission of the Forms, the client shall be referred to the proper 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 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>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer
3. Request for funding	<p>3.1. If endorsed by FSP, process ATN fund request.</p> <p>3.2. If requested only by the client, the case officer shall draft a memo to the Secretary for the approval of the request.**</p>	None	<p>For urgent cases, within the day</p> <p>For non-urgent cases, within three days</p>	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	<p>For urgent cases, within the day</p> <p>For non-urgent cases, within three days</p>	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.

\*\*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.



## 10.ATN Services – Request for Report of Death (ROD) or Other Civil Registry

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Distressed overseas Filipinos</li> <li>• Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>• Former overseas Filipinos</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
• Filled-out ATN Form: <ul style="list-style-type: none"> <li>◦ Relationship of the requesting party with the owner of the document;</li> </ul>	• Proof of kinship	• Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests)	• OUMWA Reception Counter	• If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a>
• PSA (NSO)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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



	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.			
3. Case transmittal	3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.	None	For urgent cases, communications shall be drafted within the day  For non-urgent cases, communications shall be drafted within three working days	Case Officer Supervisors Communications Officer
4. Providing updates to clients	4.1. Upon receiving feedback from FSP and other concerned agencies**, the case officer shall contact and inform the client on the updates of the case.	None	For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update  For non-urgent cases, NOK or other interested parties shall be informed within three working days	Case Officer
5. Continuous Monitoring	5.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.  Case officers use their respective monitoring tools (i.e. OUMWA Internal Records Information Center or ATN Shared Information Administration)***	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.



## 11. Recommendation for Blacklisting

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Distressed overseas Filipinos</li> <li>● Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>● Former overseas Filipinos</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
● Official Communication from FSP	<ul style="list-style-type: none"> <li>● FSP</li> </ul>			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<ol style="list-style-type: none"> <li>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</li> <li>1.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</li> <li>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and information</li> </ol>	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>	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	<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.



## 12. Monetary Claims / Inheritance Claims

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Distressed overseas Filipinos</li> <li>● Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>● Former overseas Filipinos</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>● Filled-out ATN Form: <ul style="list-style-type: none"> <li>○ Relationship of the requesting party from the deceased OF;</li> </ul> </li> <li>● Proof of kinship</li> <li>● Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests)</li> </ul>		<ul style="list-style-type: none"> <li>● OUMWA Reception Counter</li> <li>● If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> <li>● PSA (NSO)</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<ol style="list-style-type: none"> <li>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</li> <li>1.2. For new clients, the receptionist shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, the receptionist shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>	None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</li> <li>2.4. In case of follow-up concerns, the case officer shall inform the client of updates based on Post's report and</li> </ol>	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	<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>	Case Officer Supervisors Communications Officer
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> <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	<p>6.1. Case officer shall jot the completion of the case in their accomplishment report.****</p>	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.



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

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2C, G2G, G2B				
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>● Distressed overseas Filipinos</li> <li>● Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>● Former overseas Filipinos</li> </ul>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
<b>General:</b>					
<ul style="list-style-type: none"> <li>● Filled-out ATN Form:           <ul style="list-style-type: none"> <li>○ Documents of the Deceased;</li> <li>○ Photocopy of Passport (bring original);</li> </ul> </li> <li>● Death Certificate</li> <li>● POEA Balik Manggagawa Information Sheet</li> <li>● OWWA Membership Verification Sheet</li> <li>● Other requirements FSPs may require (i.e., SPA, affidavit, application forms, letter requests)</li> </ul>		<ul style="list-style-type: none"> <li>● OUMWA Reception Counter</li> <li>● If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> <li>● PSA (NSO)</li> <li>● POEA</li> <li>● OWWA</li> </ul>			
<b>If OFW is Single:</b>					
<ul style="list-style-type: none"> <li>● Birth Certificate of OFW</li> <li>● CENOMAR of the deceased OFW</li> <li>● Marriage Contract of parents</li> <li>● Death Certificate of deceased parents</li> <li>● Two (2) valid IDs of each parent</li> <li>● Birth Certificate of illegitimate child/children           <ul style="list-style-type: none"> <li>○ If both parents are deceased, Birth Certificate of all siblings</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>● PSA (NSO)</li> <li>● POEA</li> <li>● PSA (NSO)</li> <li>● PSA (NSO)</li> <li>● Government Issued</li> <li>● PSA (NSO)</li> </ul>			
<b>If OFW is Married:</b>					
<ul style="list-style-type: none"> <li>● Certificate of Advisory of Marriage</li> <li>● Marriage Certificate</li> <li>● Birth Certificate of all children (legitimate and illegitimate)</li> <li>● Marriage Contract for female children</li> <li>● Two (2) valid IDs of wife;</li> <li>● Two (2) valid IDs of all children</li> </ul>		<ul style="list-style-type: none"> <li>● PSA (NSO)</li> <li>● PSA (NSO)</li> <li>● PSA (NSO)</li> <li>● PSA (NSO)</li> <li>● Government Issued</li> <li>● Government Issued</li> </ul>			
<b>If requesting for bank transfer of benefits:</b>					
<ul style="list-style-type: none"> <li>● Photocopy with signature of Bank Passbook</li> <li>● Documents containing readable account number, bank branch, account name and signature of claimant</li> <li>● Duly Notarized Sworn Affidavit of Undertaking executed by all adult heirs</li> </ul>		<ul style="list-style-type: none"> <li>● ATN Client</li> <li>● ATN Client</li> <li>● ATN Client</li> </ul>			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. OUMWA processes ATN request received through email <a href="mailto:esb.oumwa@gmail.com">esb.oumwa@gmail.com</a> or phone queries (02-88344996) or walk-in clients or report from Philippine Foreign Service Posts (FSPs)</p>		<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</p>	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>	Case Officer Supervisors Communications Officer



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.



## 14. Assistance to Detained OFWs and those Serving Prison Terms

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C, G2G, G2B			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Distressed overseas Filipinos</li> <li>• Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>• Former overseas Filipinos</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ul style="list-style-type: none"> <li>• Post's official report on the arrest and detention of a Filipino</li> <li>• Official request of FSPs</li> </ul>		<ul style="list-style-type: none"> <li>• FSP</li> <li>• FSP</li> </ul>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<p>5.1. The client shall register his personal information in the ATN Client Monitoring Sheet.</p> <p>5.2. For new clients, OUMWA shall provide the client an ATN Form and a Client Feedback Form.</p> <p>5.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</p> <p>5.4. Upon submission of 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 report and information obtained from other concerned parties.</p>	None	10-30 minutes, or more, depending on the nature of the case	Case Officer



	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.			
3. Case transmittal	3.1. The case officer shall draft an official communication referring the case to the respective Foreign Service Post and/or other concerned government agencies.	None	For urgent cases, communications shall be drafted within the day  For non-urgent cases, communications shall be drafted within three working days	Case Officer Supervisors Communications Officer
4. Providing updates to clients	4.1. Upon receiving feedback from FSP and other concerned agencies**, the case officer shall contact and inform the client on the updates of the case.	None	For urgent cases, case officer shall inform NOK or other interested parties immediate upon receipt of the update  For non-urgent cases, NOK or other interested parties shall be informed within three working days	Case Officer
5. Continuous Monitoring	5.1. The case officer shall continuously monitor the case and shall do necessary action, as needed.  Case officers use their respective monitoring tools (i.e. OUMWA Internal Records Information Center or ATN Shared Information Administration)***	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.



## 15. Provision of Services of Lawyers

<b>Office or Division:</b>	OUMWA-Assistance-to-National Division				
<b>Classification:</b>	Highly Technical				
<b>Type of Transaction:</b>	G2C, G2G, G2B				
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Distressed overseas Filipinos</li> <li>• Next-of-Kin of distressed overseas Filipinos or their authorized representative</li> <li>• Former overseas Filipinos</li> </ul>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
<ul style="list-style-type: none"> <li>• Filled-out ATN Form: <ul style="list-style-type: none"> <li>○ The person requesting must be a family member of the OF or authorized representative.</li> <li>○ Contact details of the OF (last known address, mobile/telephone number, email address).</li> <li>○ Contact details of the NOK in the Philippines (address, mobile/telephone number, email address).</li> </ul> </li> <li>• Other relevant documents</li> </ul>		<ul style="list-style-type: none"> <li>• OUMWA Reception Counter</li> <li>• If through Email, via: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a></li> </ul>			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. OUMWA assists ATN clients received through online submission, via phone call, from walk-in clients or from Philippine Foreign Service Posts (FSPs)*	<ol style="list-style-type: none"> <li>1.1. The client shall register his personal information in the ATN Client Monitoring Sheet</li> <li>1.2. For new clients OUMWA shall provide the client an ATN Form and a Client Feedback Form.</li> <li>1.3. For old clients, OUMWA shall provide the client a follow-up slip and a Client Feedback Form.</li> <li>1.4. Upon submission of the Forms, the client shall be referred to the proper case officer.</li> </ol>		None	20 Minutes	Receptionist/ Case Officer
2. Online/Phone/In-Person Interview	<ol style="list-style-type: none"> <li>2.1. The case officer shall provide general assessment of the particular case.</li> <li>2.2. The case officer shall explain to the client the general actions to be undertaken by the Office and Post on the request.</li> <li>2.3. The case officer will request the client to provide additional documents that may be required to facilitate the request for assistance.</li> <li>2.4. In case of follow-up concerns, the case</li> </ol>		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>	Case Officer Supervisors Communications Officer
4. Provision of LAF	<p>4.1. In some cases, Post will request Legal Assistance Funding for the retainer fee lawyers handling the case of detained OFs.</p> <p>4.2. Case officers shall process the funding, subject to the approval of the Undersecretary.</p>	None	At least one week processing	Case Officer Supervisors UMWA
5. Providing updates to clients	<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. OUMWA Internal Records Information Center 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	FEES	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: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a>	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: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a> or <a href="mailto:oumwa.database@gmail.com">oumwa.database@gmail.com</a>	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 <sup>rd</sup> floor	<p>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>Case Officer Supervisors Communication s Officer</p>	None	ATN Form	<p>For urgent cases, communications shall be drafted within the day</p> <p>For non-urgent cases, communications shall be drafted within three working days</p>
4	Providing updates to clients	<p>DFA OUMWA, 3<sup>rd</sup> floor</p> <p>If through phone call, via Telephone Number: (02) 8834-4996</p> <p>Fax Number: 8551-0847</p> <p>30</p> <p>If through Email, by via:</p> <p><a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov. ph</a> or</p> <p><a href="mailto:oumwa.database@gmail.com">oumwa.database @gmail.com</a></p>	<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.</p>	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 <sup>rd</sup> 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 <sup>rd</sup> 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](mailto: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](mailto: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](mailto: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](mailto:complaints@arta.gov.ph)

1-ARTA (2782)

PCC: 8888

CCB: 0908-881-6565 (SMS)

### List of Offices

Office	Address	Contact Information
Office of the Undersecretary for Migrant Workers' Affairs	3 <sup>rd</sup> Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Contact Info.: 8834-4996 Email Add.: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a>



# **OFFICE OF PUBLIC AND CULTURAL DIPLOMACY (OPCD)**

## **External Services**



## 1. Receiving and Processing Media Interview Requests

<b>Office or Division:</b>	Strategic Communications (Division 2)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Local and Foreign media, as well as other stakeholders, e.g. students			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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"> <li>• Company Profile</li> <li>• CV/Background of Interviewer</li> <li>• Format of the interview or flow of the program</li> <li>• List of questions</li> <li>• Audience profile and reach of media organization</li> <li>• Information on when and where the article will be placed or published</li> <li>• Preferred date and time of interview</li> <li>• Transcript or copies of prior interviews conducted</li> <li>• Information on prior interviewees</li> </ul> <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	None	1 Working Day	<i>Strategic Communications Division 2 personnel</i>



	applicable, regarding the interview request.			
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

<b>Office or Division:</b>	Media and Public Affairs Division (Division 1)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Members of the DFA Press Corps (local and foreign media)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Requesting party sends a media query to the DFA Press Corps Whatsapp group	1.1 OPCD acknowledges and responds to the query 1.2. For requests for DFA's statement and/ comments on a complex issue: i. OPCD coordinates with and sends Memo to the concerned geographic office or other Home Office Units for media lines/ statements ii. OPCD clears proposed media lines/ statement with the Office of the Secretary iii. OPCD provides response to the concerned media outfit and or issues an official statement through its Website or the Official Social Media Accounts	None	1 day  5 working days	<i>Assistant Secretary or Head of Office OPCD</i>  <i>Media and Public Affairs Division Director or other Division 1 Officer, as assigned by the Director</i>  <i>Media and Public Affairs Division Director or other Division 1 Officer, as assigned by the Director</i>  <i>Assistant Secretary or Head of Office or Media and Public Affairs Division Director or other Division 1 Officer, as assigned by the Director</i>
	<b>TOTAL</b>	0	6 days	



### 3. Responding to Social Media Feedback: Assistance-to-National

<b>Office or Division:</b>	Media and Public Affairs Division (Division 1)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	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>
	<b>TOTAL</b>	0	2 days	



#### 4. Responding to Social Media Feedback: Consular Services

<b>Office or Division:</b>	Media and Public Affairs Division (Division 1)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Public			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
N/A		N/A		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	1.1 OPCD replies to queries or concerns through official DFA social media accounts  1.2 For special cases on passport concerns, 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; ii. OPCD forwards query to OCA for the concern to be addressed.	None	3 days	<i>Social Media Client Feedback Team, Div 1 OPCD</i>  <i>Social Media Client Feedback Team and Media and Public Affairs Division Director or other Division 1 officers, as assigned by the Director</i>
	<b>TOTAL</b>	0	3 days	



## 5. Media Accreditation

<b>Office or Division:</b>	Media and Public Affairs Division (Division 1)				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	G2C				
<b>Who may avail:</b>	Members of the Media				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
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			
<b>CLIENT STEPS</b>		<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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 Division 1, OPCD</i>  <i>Media and Public Affairs Director Division 1, OPCD</i>  <i>Assistant Secretary or Head of Office OPCD</i> <i>Media and Public Affairs Clerk/ Staff Division 1, OPCD</i>
		<b>TOTAL</b>	0	1 day	



## 6. Responding to Freedom of Information (FOI) Requests

<b>Office or Division:</b>	Strategic Communications (Division 2)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	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 request, and a copy of a duly recognized government ID with photo and signature of the requesting party.</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 submitted, shall reduce it in writing.</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.



	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).</i> Division 2
	3. OPCD drafts and sends an acknowledgment of the request along with a request for other details, if necessary, once cleared by OPCD Assistant Secretary or Head of Office			<i>FOI Receiving Officer (FOI).</i> Division 2
	4. OPCD follows the DFA FOI Manual in handling the FOI Request.			<i>FOI Receiving Officer (FOI).</i> Division 2
	TOTAL	0	15 days; 35 days if extended	

#### FEEDBACK AND COMPLAINTS MECHANISM

How to send a feedback

Send an email to [opcd@dfa.gov.ph](mailto: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](mailto: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](mailto:complaints@arta.gov.ph)

1-ARTA (2782)

PCC: 8888

CCB: 0908-861-6565

Office	Address	Contact Information
Office of Public and Cultural Diplomacy	6 <sup>th</sup> Fl., Office of Public and Cultural Diplomacy, Department of Foreign Affairs Bldg., Pasay City	Hotline Number +63 2 8 832-1508  <a href="mailto:opcd@dfa.gov.ph">opcd@dfa.gov.ph</a>



# **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.

<b>Office/Division:</b>	Office of Consular Affairs – Authentication Division	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Applicant</b>		
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	
<b>Representative</b>		
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	
<b>Other requirements (depending on the document for Authentication)</b>		
1. NBI Clearance/Sundry		
<ul style="list-style-type: none"> <li>• Original document issued by the NBI with dry seal</li> </ul>	National Bureau of Investigation	
<i>Note: Personal copy is not valid.</i>		
2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records		
<ul style="list-style-type: none"> <li>• Original document issued by PSA/NSO</li> <li>• For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA</li> </ul>	Philippine Statistics Authority	
<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"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from DepEd Regional Office</li> </ul>	Elementary/High School	
	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"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from TESDA</li> </ul>	Technical/Vocational School	
	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"> <li>• Certified True Copy from the school</li> </ul>	Private/Local College/University	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Scheduling of Appointment</b>				
• Certification, Authentication and Verification (CAV) from CHED	Commission on Higher Education Regional Office which has jurisdiction over the school			
d. State Universities and Colleges (TOR and/or Diploma)				
• Certified True Copy and Certification, Authentication and Verification from the school	State University/College			
4. PRC document/s				
• Certified True Copy from PRC	Professional Regulation Commission			
5. Medical Certificate/s				
a. For employment				
• DOH stamp per document	Department of Health			
b. For other purposes				
• Certification issued by DOH with attached Medical Certificate	Department of Health			
6. CAAP document/s				
• Certified by CAAP	Civil Aviation Authority of the Philippines			
7. Driver's License				
• Certification	Land Transportation Office			
8. Certificate of Employment/Training/Seminar, Invitation Letter, Baptismal Certificate and other documents issued by a private entity				
• Notarized Affidavit stating necessary factual circumstances and indicating attachments	Notary Public			
• Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court)	Regional Trial Court which has jurisdiction over the Notary Public			
9. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit				
• Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court)	Regional Trial Court which has jurisdiction over the Notary Public			
10. Court document/s (Decision, Resolution, Order)				
• Certified True Copy from the court	Regional Trial Court where the case was filed			
11. Immigration Record/s				
• Certified by BI	Bureau of Immigration			
12. DSWD Clearance				
• Original document issued by DSWD	Department of Social Welfare and Development			
13. Police Clearance/Sundry				
• Original document issued by PNP	Police National Police			
14. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.)				
• Certified True Copy from the issuing office	SEC / DTI / BIR / SSS / BPLO			
15. Barangay Clearance/Certificate				
• Mayor's certification/clearance	Mayor's Office			
16. Export document/s				
• Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document	PCCI / DOH / DA / BFAD			
17. Issuances by Philippine Embassy / Consulate to be used abroad	Philippine Embassy or Consulate			



1. Fill out the online appointment form at <a href="http://dfa.gov.ph/apostille-appointment">http://dfa.gov.ph/apostille-appointment</a> to request an Appointment for Authentication / Apostille.	1. Online Appointment System sends out confirmation to applicant's email address		2 minutes	
<b>Filing of documents for Authentication / Apostille</b>				
1. Complete the Health Declaration Form at the entrance.	1. Collect the completed and signed Health Declaration Form.		5 minutes	Consular Affairs Public Assistance Center OCA
2. Get application form at Authentication Information. Fill out application form.			2 minutes	
3. Present printed appointment confirmation and application form at Window 14, and wait for turn to be called at the Processing Section.	2. Verify appointment presented by applicant.		1 hour	Appointment Verifier OCA – Authentication Division
4. Submit verified appointment, accomplished application form, document/s for authentication, government issued ID, and other applicable requirements for applications through a representative (authorization letter) to the Processor for evaluation.	4. Evaluate if presented document/s and requirements are complete and in order. Verify the signature of the official who signed the document/s.  4.1 Print and issue Authentication Slip with the date and time of release.		30 minutes	Processor OCA – Authentication Division
5. Present Authentication Slip and pay the appropriate authentication fee to the Cashier.	5. Collect the appropriate authentication fee as indicated on the Authentication Slip.	Regular: PHP100 per document  Expedite: PHP200 per document (suspended for the duration of the COVID-19 pandemic)	30 minutes	Cashier OCA – Authentication Division
	6. Authenticate the signature on the document.		20 working days*	Verification Assistant



	If for verification, confirm with issuing agency.  6.1 Encode and issue Apostille / Authentication Certificate		(for special cases needing further verification by issuing PH agency outside the DFA)  4 hours	OCA – Authentication Division  <i>Backend Personnel</i>  OCA – Authentication Division
<b>Releasing of Authenticated documents</b>				
1. Get and complete the Health Declaration form at the entrance.	1. Collect the completed and signed Health Declaration Form.		5 minutes	Consular Affairs Public Assistance Center  OCA
2. Drop the official receipt (OR) at Door 19 dropbox.  2.1 Wait for name to be called at the Releasing area.	2. 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
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 document/s received.	3. Show the authenticated / Apostille document/s 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	Releasing Personnel  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
		Regular: PHP100 per document  Expedite: PHP200 per document  <i>(suspended for the duration of the COVID-19 pandemic)</i>	Regular: 3 Working Days  20 Working Days* (for special cases needing further verification by issuing PH agency outside the DFA)  Expedite: 1 Working Day <i>(suspended for the duration of the COVID-19 pandemic)</i>	
<b>TOTAL:</b>				
<b>Releasing of Pending and Correction documents</b>				
1. Get and complete the Health Declaration form at the entrance.	1. Collect the completed and signed Health Declaration Form.		5 minutes	<i>Consular Affairs Public Assistance Center</i>  OCA
2. Proceed to the Pending and Correction 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		2 hours	<i>Pending and Correction Assistant</i>  OCA – Authentication Division



	to be presented.			
3. Present government issued ID and other applicable requirements for a representative (authorization letter) to claim the authenticated / Apostille document/s at the appropriate releasing window.  3.1 Check accuracy and completeness of authenticated / Apostille document/s received.	3. Show the authenticated / Apostille document/s with corrections for review and ask for signature on the releasing portion of the Authentication Application Form.  3.1 Check presented original government issued ID and requirements.		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
<b>TOTAL:</b>			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

<b>Office/Division:</b>	Office of Consular Affairs – Authentication Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government, G2C – Government to Citizen			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>Applicant</b>				
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			
<b>Confirmed Appointment</b>	<b>DFA Website</b>			
<b>Representative</b>				
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			
<b>Confirmed Appointment</b>	<b>DFA Website</b>			
<b>Other requirement</b>	Philippine Foreign Service Post or Foreign Mission in the Philippines			
<b>Original or photocopy of document to be verified</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<b>Scheduling of Appointment</b>				
1. Fill out the online appointment form at <a href="http://dfa.gov.ph/apostille-appointment">http://dfa.gov.ph/apostille-appointment</a> to request an Appointment for Authentication / Apostille.	1. Online Appointment System sends out confirmation to applicant's email address		2 minutes	Appointment Team  OCA Authentication Division
<b>Filing of documents for Authentication / Apostille</b>				
1. Get and complete the Health Declaration form at the entrance.	2. Collect the completed and signed Health Declaration Form.		5 minutes	Consular Affairs Public Assistance Center  OCA
2. Present printed appointment confirmation email at Window 1 Processing Section.	3. Verify appointment presented by applicant.		2 minutes	Appointment Verifier  OCA Authentication Division
3. Get application form at Authentication Information. Fill			1 hour	



<b>out application form and wait for turn to be called at the Processing area.</b>				
4. Submit verified appointment, accomplished application form, document/s for authentication, government issued ID, and other applicable requirements for applications through a representative (authorization letter) to the Processor for evaluation.	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	Cashier  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)	Verification Assistant  OCA – Authentication Division
<b>Releasing of Certifications</b>				
1. Get and complete the Health Declaration form at the entrance.	1. Collect the completed and signed Health Declaration Form.		5 minutes	Consular Affairs Public Assistance Center  OCA



<p>2. Proceed to the Pending and Correction and present Official Receipt, government issued ID and other applicable requirements for a representative (authorization letter) to claim the Certification.</p> <p>2.1 Check accuracy and completeness of Certification received.</p>	<p>2. Collect OR, check ID presented and locate the applicant's document/s.</p> <p>2.1 Let applicant sign the releasing portion of the Authentication Application Form.</p>		30 minutes	<b>Pending and Correction Assistant</b> OCA – Authentication Division
<p>3. Claim the Certification and sign the form.</p> <p>3.1 Complete the Client Feedback Survey.</p>	<p>3. Release Certification.</p>		5 minutes	<b>Pending and Correction Assistant</b> OCA – Authentication Division
<b>TOTAL:</b>		Regular: PHP100 per document	Regular: 3 Working Days  20 Working Days* (for special cases needing further verification by issuing PH agency outside the DFA)	

\*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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>Note:</b> 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



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 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 <sup>nd</sup> floor Cashier
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>Note:</b> For applicants born in Indonesia	The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate.
A.2.3 PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
A.2.4. PSA Report of Marriage or Foreign Marriage Certificate	Philippine Statistics Authority/ Country of Marriage
a.2.5. First passport or travel document of the child  -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
A.2.6. Passport of parents (valid at the time of the birth of the child)  -Photocopy of passport datapage	Client 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	Client  Client
A.2.13. Consular Fee: USD25.00 to be paid in Philippine peso	2 <sup>nd</sup> floor Cashier

## B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER

### B.1. Child born is less than one (1) year old

B.1.1. Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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  Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
<b>Note:</b> 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



-Photocopy of the passport datapage/ travel 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	2 <sup>nd</sup> floor Cashier
<b>B.2 Child born is more than one (1) year old</b>	
B.1.2. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands,	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate



India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
<b>Note:</b> 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	Bureau of Immigration/ Foreign Service Post



the child is 18 years old and above 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	2 <sup>ND</sup> floor Cashier
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
C.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<i>Item 20 should be notarized by any notary public</i>	
C.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
<b>Note:</b> For applicants born in Indonesia	The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate.
C.1.3. PSA Negative Certification of Birth Record (CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child  -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child)  -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client Client
C.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.1.8 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
C.1.9 Notarized Affidavit of Delayed Registration	Any notary public
C.1.10 PSA Birth certificate of the mother	Philippine Statistics Authority
C.1.11. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C .1.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-	Bureau of Immigration/ Foreign Service Post



acquisition certificates of parents and of the child. If the child is 18 years old and above 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	2 <sup>ND</sup> floor Cashier
<b>C.2. Child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
C.2.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
<b>Note:</b> For applicants born in Indonesia	The Ministry of Justice and Human Rights and Ministry of Foreign Affairs must authenticate the birth certificate.
C.2.3. PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child  -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client  Client
C.2.6. Passport of parents (valid at the time of the birth of the child)  -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client  Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of	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	
C.211 Consular Fee: USD 25.00 to be paid in Philippine peso	2 <sup>ND</sup> floor Cashier
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todeke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"><li>-Photocopy of the passport datapage/ travel document</li></ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li></ul> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li></ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	Client 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	Client



parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>● Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>● Boshi Techo ( Maternity Registry Book)</li><li>● Koseki Tohon ( latest Family Registry)</li></ul>	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	Bureau of Immigration/ Foreign Service Post



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)	2 <sup>nd</sup> 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>	
<b>E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>E.1 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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
First passport or travel document of the child <ul style="list-style-type: none"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	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><b>E.1.11 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</b></p> <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<p><b>E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</b></p> <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<p><b>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</b></p>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
<p><b>E.2.1 Five (5) original copies of duly accomplished Report of Birth</b></p> <p><i>Item 20 should be notarized by any notary public</i></p>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
<p><b>E.2.2 Original Documents of the following:</b></p> <ul style="list-style-type: none"> <li>• Shussei Todeke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Issuing Authority where the applicant was born
<p><b>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</b></p>	Issuing Authority where the applicant was born
<p><b>E.2.4 PSA Negative Certification of Birth Record ( CRS Form no. 1)</b></p>	Philippine Statistics Authority
<p><b>E.2.5 First passport or travel document of the child</b></p> <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any</li> </ul>	Client



valid id or recent passport	
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) - If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar  - If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	2 <sup>nd</sup> floor Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
F.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )



<i>Item 20 should be notarized by any notary public</i>	Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
F.1.6 Passport of parents (valid at the time of the birth of the child) Photocopy of passport datapage In case of unavailability, execute an affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
F.1.7 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
F.1.8 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration.	Bureau of Immigration/ Foreign Service Post
F.1.9 PSA Birth certificate of the Filipino mother	Philippine Statistics Authority
F.1.10 Notarized Affidavit of Illegitimacy	Any notary public
F.1.11 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Any notary public
F.1.12 Notarized Affidavit of Delayed Registration	Any notary public
F.1.13 Five (5) recent passport size photo the child	Client
F.1.14 Consular Fee: USD25 (To be paid in Philippine Peso)	2 <sup>nd</sup> floor/ 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
<b>Pre-evaluation and setting of appointment</b>				
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	<b>CRU will send appointment link for applicant to set an appointment to be confirmed by CRU via email</b>			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.			
<b>On the date and time of appointment:</b>				
1. Present the email appointment and fill out the Health Declaration Form (HDF) distributed at the entrance.	Consular Assistant to check appointment and that the applicant has filled out the HDF.	None	5 minutes	Applicant  Consular Affairs and Public Assistance Center
1. Submit the duly notarized Report of Birth forms and documentary requirements to CRD Window 1.	Receive the Report of Birth forms	None	1 minute	Civil Registry Processor – Window 1
	2. Processor to verify the received requirements	None	10 minutes	Civil Registry Processor-Window 1
3. Pay the required consular fees at the 2 <sup>nd</sup> 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	10 minutes	Cashier (Office of Fiscal Management Services)



		<p>Philippine Embassy in Tokyo            ** Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>		
Submit to CRD Window 1 <b>4.1</b> Five (5) Photocopies of official receipt <b>4.2</b> 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 <a href="https://consular.dfa.gov.ph/crd-application-tracker">https://consular.dfa.gov.ph/crd-application-tracker</a> .  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.	<b>None</b>	<b>10 minutes</b>	<b>Civil Registry Processor-Window 1</b>
<b>TOTAL</b>		<b>25 USD *</b> *except 50USD (Tokyo) 75 USD (Osaka)	<b>2 days pre-evaluation</b> <b>36 minutes to process at Consular Office</b>	



## 4. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	Consular Records Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 <sup>nd</sup> floor/ Cashier
<b>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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	2 <sup>nd</sup> floor Cashier
<b>C. For marriages solemnized in Shanghai, Indonesia, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) Notary Public
C.1.2. Marriage Certificate	Issuing authority where the marriage took place and apostille by the Ministry of Foreign Affairs
<b>Note:</b> 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 <sup>nd</sup> floor Cashier
<b>C.2. Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) Notary Public
C.2.1. Marriage Certificate	Issuing Authority where the marriage took place and apostille by the Ministry of Foreign Affairs
<b>Note:</b> 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 <sup>nd</sup> floor Cashier
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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)	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 <sup>nd</sup> floor Cashier
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2. Marriage Certificate	Issuing Authority where the marriage took place
D.2.3. Birth Certificate of both parties  D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA  D.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	PSA  Foreign Authority
D.2.4 Passports of both parties valid at the time of marriage and current/valid passport of both parties  D.2.4.1 Photocopies of datapage  D.2.4.2.In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID	Client
D.2.5. Five (5) recent passport size photos of both parties	Client
D.2.6. Negative Certification of Marriage Record (CRS Form No. 3)	Philippine Statistics Authority
D.2.7. Photocopy of green card/permanent resident/ copy of visa (if tourist, leisure or	Client



business)/ job contract or working permit (if working abroad at the time of marriage)	
D.2.8. Copy Certificate of Naturalization (if applicable )	Bureau of Immigration or FSP
D.2.9. Notarized Affidavit of Delayed Registration	Any notary public
D.2.10. Notarized Affidavit of Two (2) Disinterested persons	Client
D.2.11. Consular Fee: USD 25.00 to be paid in Philippine peso	2 <sup>nd</sup> 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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 <sup>ND</sup> 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) Notary Public
e.2.2 Marriage Contract	Attested by the Notary Public in India and attested by the Ministry of External Affairs of Nepal/India and then to be authenticated by the Philippine Embassy in New Delhi or the Embassy of India in the Philippines
E.2.3.Birth Certificate of both parties	PSA



E.2.3.1. For Filipino nationals Authenticated Birth Certificate issued by the PSA.	Foreign Authority
E.2.3.2. For Foreign nationals- Birth certificate issued by the country of birth with official English translation	
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)	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 <sup>ND</sup> floor Cashier

#### F. For marriages solemnized in Japan

##### F.1 Party being registered married less than one (1) year

F.1.1 Five (5) original copies of duly-accomplished forms of Report of Marriage  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable	Philippine Statistics Authority
F.1.4 Consular Fee: USD25 (To be paid in	2 <sup>nd</sup> Floor Cashier



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>	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"> <li>• Konin Todoxe No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>• Koseki Tohon (latest Family Registry)</li> <li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>	Issuing Authority where the marriage took place
F.1.4 Birth Certificate of Filipino spouse from the PSA	Philippine Statistics Authority
F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)	Foreign Service Post
F.1.6 Five (5) recent passport size photos of both parties	Client
F.1.7 Negative Certification of Marriage Record from the PSA	Philippine Statistics Authority
F.1.8 Notarized Affidavit of Delayed Registration	Any notary public
F.1.9 Notarized Affidavit of Two (2) Disinterested persons  *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable	Any notary public
F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in <i>Tokyo</i>  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in <i>Osaka</i>	2 <sup>nd</sup> floor Cashier
<b>REMINDERS:</b> For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse who has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;	



For Widowed Filipino spouse-submit Death Certificate issued by PSA or foreign death certificate of previous spouse

For Divorced, Annulled or Legally Separated Foreign Spouse- submit copy of foreign decree/ decision

For Widowed Foreign Spouse-submit Death Certificate of previous spouse

CLIENT STEPS	AGENCY ACTIONS	FEES TO PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Pre-evaluation and setting of appointment</b>				
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	<b>CRU will send appointment link for applicant to set an appointment to be confirmed by CRU via email</b>			Applicant  Civil Registration Unit
	2.2 For incomplete requirements, the applicant will need to submit via email the missing/ additional documents required. CRU will send appointment link under 2.1 when documents are in order.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>On the date and time of appointment:</b>				
1. Present the email appointment and fill out the Health Declaration Form (HDF) distributed at the entrance.	Consular Assistant to check appointment and that the applicant has filled out the HDF.	None	5 minutes	Applicant  Consular Affairs and Public Assistance Center
2. Submit the duly notarized Report of Marriage forms and documentary requirements to CRD Window 1.	Receive the Report of Marriage forms	None	1 minute	Civil Registry Processor – Window 1
	3. Processor to verify the received documentary requirements	None	10 minutes	Civil Registry Processor-Window 1
4. Pay the required consular fees at the 2nd floor Cashier	Accept the payment based on the required consular fee/s.  Give the validated official receipt to the applicant.	USD25 (To be paid in Philippine Peso)	10 minutes	Cashier (Office of Fiscal Management Services)



		<p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>** Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>		
<b>4.</b> Submit to CRD Window 1 <b>4.1</b> Five (5) Photocopies of official receipt <b>4.2</b> 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 <a href="https://consular.dfa.gov.ph/crd-application-tracker">https://consular.dfa.gov.ph/crd-application-tracker</a> .  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.	<b>None</b>	<b>10 minutes</b>	<b>Civil Registry Processor-Window 1</b>
<b>TOTAL</b>		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

<b>Office or Division:</b>	Consular Records Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
2.Five (5) photocopies of the following: 2.1Death Certificate  1.2     Certificate of Sealing of Casket	Foreign Authority  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
<b>Pre-evaluation and setting of appointment</b>				
Scan the notarized duly-accomplished Report of Death form as well as requirements and send via email to oca.crd@dfa.gov.ph.	Initial assessment and verification via email communication	None	2 days	Civil Registration Unit
If emailed documents:  2.1 Passed the initial verification and are in order	<b>CRU will send appointment link for applicant to set an appointment to be confirmed by CRU via email</b>			Applicant  Civil Registration Unit
	2.2 For incomplete requirements, the applicant will need to submit via email the missing/ additional documents required. CRU will send appointment link under 2.1 when documents are in order.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>On the date and time of appointment:</b>				
1 Present the email appointment and fill out the Health Declaration Form (HDF)distributed at	Consular Assistant to check appointment and that the applicant has filled out the HDF.	None	5 minutes	Applicant  Consular Affairs and Public



the entrance.				Assistance Center
2 Submit the duly notarized Report of Death forms and documentary requirements to CRD Window 1.	Receive the Report of Marriage forms	None	1 minute	Civil Registry Processor – Window 1
	5.1.1.3 Processor to verify the received documentary requirements	None	10 minutes	Civil Registry Processor-Window 1
4. Pay the required consular fees at the 2 <sup>nd</sup> floor Cashier	Accept the payment based on the required consular fee/s.  Give the validated official receipt to the applicant.	USD25 (To be paid in Philippine Peso)	10 minutes	Cashier (Office of Fiscal Management Services)
4. Submit to CRD Window 1  <b>4.1</b> Five (5) Photocopies of official receipt  <b>4.2</b> 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  <b>Issue the applicant a Reminder Slip with the applicant's Reference Number and instructions to follow up the status of application at <a href="https://consular.dfa.gov.ph/crd-application-tracker">https://consular.dfa.gov.ph/crd-application-tracker</a>.</b>  <b>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.</b>	None	10 minutes	Civil Registry Processor-Window 1
<b>TOTAL</b>		25 USD	<b>2 days pre-evaluation 36 minutes processing time at Consular Office</b>	



## 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.

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

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING	PERSON RESPONSIBLE
2. Applicant to request for an appointment at <a href="mailto:oca.crd@dfa.gov.ph">oca.crd@dfa.gov.ph</a> .	CRD to send link to appointment form where applicant may set an appointment.	None	1 day	CRD Assistant
3. On date of appointment, present email confirmation of appointment and fill out the Health Declaration Form.	Verify appointment and issue a HDF to be filled out by the applicant.	None	5 minutes	Consular Affairs and Public Assistance Center
4. Fill out the Civil Registry Request Form (to be issued by CRD Assistant at the 4 <sup>th</sup> Floor)	Receive accomplished Civil Registry Request Form	None	5 minutes	CRD Assistant
5. Pay the consular fee at the 2 <sup>nd</sup> floor Cashier	Accept payment based on order request	PHP 100	5 minutes	Cashier (Office of Fiscal Management Services)
6. Return to CRD and present validated receipt	Receive duplicate copy of receipt	None	2 minutes	CRD Assistant
7. Return on the indicated date and present the original receipt to receive the certification.	Receive the original receipt Locate and Release the certification	None	(Within 3 working days)	CRD Assistant
<b>TOTAL</b>		<b>PHP 100</b>	<b>12 Minutes</b> <b>Issuance within 3 working days</b>	



## 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.

### 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.

Office or Division:	Passport Division
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CORE REQUIREMENTS FOR ADULTS	
List of Requirements	Where to Get
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), <b>Philippine Identification (PhilID) System</b> , Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Civil Aviation Authority of the Philippines (CAAP), Maritime Industry Authority (MARINA), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS	
<i>*Additional requirements stated below may be required from certain applicants depending on their case.</i>	
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 (RA9225):  Dual Citizenship documents:  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:  Certificate of Naturalization (original, 1 photocopy)	Bureau of Immigration (BI)
For applicants with travel document:	Foreign Service Posts (FSPs)



Affidavit of Explanation (original) Travel Document (original)	
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public Bureau of Immigration (BI)
If PSA Birth Certificate / Report of Birth has lacking data:  Annotated PSA Birth Certificate or Proof of filing of supplemental report acknowledged by PSA (present original, 1 photocopy)	Local Civil Registry (LCR) PSA
If PSA Birth Certificate / Report of Birth is discrepant:  Discrepancy in first name: Annotated PSA Birth Certificate reflecting corrected entry or petition for the correction of discrepant data acknowledged by PSA (present original, 1 photocopy)  Discrepancy in other data: Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry (LCR) 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, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost
If applicant has NO Birth Certificate/Report of Birth  If born after 1950: Late registered Birth Certificate/Report of Birth and IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)  If born on or before 1950: PSA Authenticated Certificate of No Birth Record and Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
<b>CORE REQUIREMENTS FOR MINORS</b>	
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/PSA Report of Birth (ROB) (1 original, 1 photocopy)	PSA FSP DFA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost



School ID (for 7 years old and above)	School
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
*Additional requirements stated below may be required from certain applicants depending on their case.	
Accompanied by father:	PSA Notary Public
If parents are married: PSA Marriage Certificate/PSA Report of Marriage (present original, 1 photocopy)  If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent (ASC) executed by the mother (original)	Notary Public/ Foreign Service Post (FSP) / Competent Authorities (for Apostille documents)
Minor not accompanied by parent/s during application:  Special Power of Attorney (SPA) designating minor's companion to assist in the application process (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, PSA OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel:  Special Power of Attorney (SPA) designating minor's companion to assist in the application process (original) Affidavit of Support and Consent (ASC) 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/ Foreign Service Post (FSP) / Competent Authorities (for Apostille documents)  DFA, SSS, GSIS, LTO, PRC, PSA OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, Department of Social Welfare and Development (DSWD)
Minor applicant who has undergone the process of domestic adoption:  Adoption order (present original, 1 photocopy) Amended PSA Birth Certificate	Relevant Court PSA
Minor applicant is a foundling and NOT for adoption:  PSA certificate of foundling, Passport or acceptable valid Government ID of adult guardian, DSWD Clearance, and Letter of Guardianship issued by Family Court (present original, 1 photocopy)	PSA DSWD  DFA, SSS, GSIS, LTO, PRC, PSA ,OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost



## 8. Passport Services – Regular Passport Services – Renewal of a Regular Passport

<b>Office or Division:</b>	Passport Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS FOR ADULTS</b>	
<b>List of Requirements</b>	<b>Where to Get</b>
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, <b>PSA</b> , OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID
<b>CORE REQUIREMENTS FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	DFA, SSS, GSIS, LTO, PRC, <b>PSA</b> , OWWA, COMELEC, PNP, CAAP, MARINA, 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
<b>ADDITIONAL REQUIREMENTS FOR ADULTS</b>	
<i>*Additional requirements stated below may be required from certain applicants depending on their case.</i>	
For applications to replace a valid passport declared lost:  Affidavit of Loss (original) Police Report (original) PSA Birth certificate (if no photocopy of passport, original and 1 photocopy) Valid ID (original and 1 photocopy)  <i>*Please note that there is a 15-day clearing period for applications to replace a valid passport declared lost</i>	Notary Public Relevant Police Station <b>PSA</b> SSS, GSIS, LTO, PRC, <b>PSA</b> , OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID
For applications to replace a lost but non-valid/expired passport:  Affidavit of loss (original) PSA Birth certificate/ PSA Report of Birth (ROB) (if no photocopy of passport, original and 1 photocopy) Valid ID (original and 1 photocopy)	Notary Public <b>PSA</b> SSS, GSIS, LTO, PRC, <b>PSA</b> , OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID
For mutilated passport:  Affidavit of Explanation (original) Mutilated Passport	Notary Public DFA
For applicants with travel document:  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 (please visit <a href="http://consular.dfa.gov.ph">consular.dfa.gov.ph</a> for the complete documentary requirements for passport application)</i>	Notary Public Relevant Police Station <b>PSA</b> SSS, GSIS, LTO, PRC, <b>PSA</b> , OWWA, COMELEC, PNP, CAAP, MARINA, City



	Hall, PhilPost, School ID Other government agencies Relevant court
--	--

<b>PASSPORT APPLICATION PROCESS FOR FIRST TIME AND RENEWAL OF REGULAR PHILIPPINE PASSPORTS</b>				
<b>Process</b>	<b>Agency Action</b>	<b>Processing Time</b>	<b>Fees</b>	<b>Person Responsible</b>
Applicant sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online using their credit or debit card, or through BayadCenter 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)	Passport Applicant
On the day of scheduled appointment, proceed to the Verification Counter and present printed passport application form and valid ID	Verification of Appointment	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	None	Verifiers Passport Division
Proceed to the Processing Counter and wait to be called to the next available window	Processing of documentary requirements	20 minutes waiting time  10 minutes	None	Processors Passport Division
Proceed to Passport Enrollment Center (PEC) and present documents	Photo and data capturing	20 minutes waiting time  10 minutes	None	Encoders Passport Division
Courier service on-site:  Applicant's current passport will be cancelled by Passport Processor before courier service staff can	Advise applicant on the availability of courier service on-site	10 minutes	Php 150 (fee charged by courier service staff)	Courier Service Provider



accept application for courier service delivery				
<p>Collection in person:</p> <p>On the estimated date of release, proceed to the Releasing Section at the 1st floor at DFA-Aseana</p> <p>Place receipt in designated box and wait for name to be called.</p> <p>Verify all details in passport are correct.</p> <p>Sign on signature pad.</p> <p>present old passport for cancellation</p>	<p><b>Releasing of passports to the applicant</b></p>	<p>*After six (6) to seven (7) working days for expedited processing or twelve (12) working days for regular processing</p> <p>20 minutes waiting time</p> <p>10 minutes</p>	None	<p><b>Releasing Officers</b> Passport Division</p>
<p>Collection via courier service:</p> <p>Courier company staff proceeds to ASEANA Releasing Unit to collect passports for delivery</p> <p>Releasing Unit turns over passports</p> <p>Applicant receives new passport at specified address</p>	<p><b>Releasing of passports to applicants via the authorized courier service provider</b></p>	<p>1 minute</p> <p>10-15 minutes</p> <p>Delivery date depends on delivery commitment schedule of courier service provider</p>	<p>None</p> <p>None</p> <p>None</p>	<p>Releasing Unit</p> <p>Staff, Releasing Unit</p> <p>Courier service</p>



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

List of Requirements (On-Site Collection)	Where to Get
Original DFA issued receipt	Applicant
Old Passport (for renewal applications)	Applicant Notary Public
<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>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"> <li>• Authorization letter (must mention affiliation with applicant),</li> <li>• Original DFA issued receipt,</li> <li>• Valid ID (original and photocopy) of applicant and representative</li> </ul> <p>*Immediate family members of legal age such as parents, brother, sister, spouse or children</p>	Notary public SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost,
<p>In case a person other than an immediate family member will claim the applicant's passport</p> <ul style="list-style-type: none"> <li>• Original notarized Special Power of Attorney (SPA) executed by the applicant, issued to the authorized representative</li> <li>• Valid ID (original and photocopy) of applicant and representative indicated in the Special Power of Attorney</li> </ul>	Notary public SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost,
<p>For minor applicants</p> <ul style="list-style-type: none"> <li>• If passport will be claimed by mother, claimant must present original DFA issued receipt and valid ID</li> <li>• 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</li> </ul>	Notary public SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID
List of Requirements (collection via courier)	Where to Get
Original Courier-issued receipt	Issued by the Courier Service Provider
<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"> <li>• Authorization letter (must mention affiliation with applicant),</li> <li>• Original DFA issued receipt,</li> <li>• Valid ID (original and photocopy) of applicant and representative</li> </ul> <p>*Immediate family members of legal age such as parents, brother, sister, spouse or children</p>	Notary public SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost,
<p>In case a person other than an immediate family member will receive the applicant's passport</p> <ul style="list-style-type: none"> <li>• Original notarized Special Power of Attorney (SPA) executed by the applicant, issued to the authorized representative</li> </ul>	Notary public SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost,



<ul style="list-style-type: none"> <li>Valid ID (original and photocopy) of applicant and representative indicated in the Special Power of Attorney</li> </ul>				
<p>For minor applicants</p> <ul style="list-style-type: none"> <li>If passport will be received by mother/father or legal guardian, receiver must present original courier issued receipt and valid ID</li> <li>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.</li> <li>Valid ID (original and photocopy) of mother/father or legal guardian and representative indicated in the Letter of Authority.</li> <li>If passport will be received by an authorized representative other than the immediate family member, Original notarized Special Power of Attorney (SPA) executed by the mother/father or legal guardian, issued to the authorized representative.</li> <li>Valid ID (original and photocopy) of mother/father or legal guardian and representative indicated in the Special Power of Attorney</li> </ul>	<p>Notary public SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID</p>			
Process (On-Site Release)	Agency Action	Processing Time	Fees	Person Responsible
1. Proceed at the Releasing Unit of the Passport Division on the scheduled release date.	Collection of the passports receipts	*Depending on the scheduled release date	None	Applicant
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.  <i>*Applicants must present the necessary documentary requirements for the release of passports.</i>	Locate the applicant's passport	5 minutes	None	Applicant Staff, Passport Releasing Unit
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)	Release the passport to the applicant.	2 minutes	None	Applicant Staff, Passport Releasing Unit



## 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 Get		
Confirmation Email		Client Concerns Officer through <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>		
Valid ID  *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		SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID		
Passport Receipt or Courier Receipt (if available)		Applicant		
Process	Agency Action	Processing Time	Fees	Person Responsible
1. Email request to <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> with scanned copy of the passport holder's valid ID and/or Copy of Passport Receipt/Courier Receipt	Reply to applicant's request sent to <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>	1 – 3 days	None	Passport Applicant Client Concerns Officer – OPMS
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"><li>• Written authorization letter by the passport holder;</li></ul>	Release the unclaimed passport certificate to the applicant/authorized representative	10 minutes	None	Staff, Passport Division – SCPU



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



## 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.

<b>Office or Division:</b>	Passport Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Filipino citizens			
Checklist of Requirements	Where to Get			
Confirmation Email	Client Concerns Officer through <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>			
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	SSS, GSIS, LTO, PRC, <a href="#">PSA</a> , OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID			
*For parents/legal guardian requesting a Certificate of No Passport Issuance for a child (aged 17 years and below)	PSA SSS, GSIS, LTO, PRC, PSA, OWWA, COMELEC, PNP, CAAP, MARINA, City Hall, PhilPost, School ID			
Scanned copy of child's Birth Certificate AND Passport or ID of requesting parent/legal guardian (present Letter of Guardianship issued by Family Court)	Family Court			
Process	Agency Action	Processing Time	Fees	Person Responsible
1. Email request <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> with scanned copy of passport data page and filled up request form downloaded from website and wait for the confirmation email.	Reply to applicant's email sent to <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>	1 – 3 days	None	Passport Applicant Client Concerns Officer - OPMS
2. Visit OCA on scheduled appointment for the collection of the certificate.	Accommodate the applicant	20 minutes	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 and call the applicant	5 minutes	None	Security Guard Staff, Passport Division – SCPU



4. Pay the required fee at the Cashier	Collection of payment	10 minutes	PHP 100 per document applied in the Philippines	Passport Applicant
5. Collection of Passport Certification/s  If the certification is being claimed by an immediate family member:  <ul style="list-style-type: none"> <li>• Written authorization letter by the passport holder;</li> <li>• Passport holder's copy of his/her passport or valid government ID.</li> <li>• Authorized representative shall also be required to present his/her passport or a valid government ID.</li> </ul> If the person claiming is not an immediate family member <ul style="list-style-type: none"> <li>• A notarized Special Power of Attorney (SPA) executed by the Passport Holder.</li> <li>• Passport holder's copy of his/her passport or valid government ID.</li> <li>• Authorized representative shall also be required to present his/her passport or a valid government ID.</li> </ul>	Release the requested certificate to the applicant/s or authorized representative	30 minutes	None  Staff, Passport Division – SCPU	
5.1 Receive certificate				



## 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.

<b>Office or Division:</b>	Passport Division			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Citizens who were granted statelessness or refugee status in the Philippines			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Confirmation Email	Client Concerns officer through <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>			
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			
Process	Agency Action	Processing Time	Fees	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	MRCTD Applicant Staff, Cashier
4. Present receipt	Advise applicant on the rescheduled release date of MRCTD	*After seven working days	None	MRCTD Applicant Staff, Passport Division - SCPU
4.1 Return on the schedule release date		10 minutes		



## 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.

<b>Office or Division:</b>	Office of Consular Affairs – Courtesy Lane		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C – Government to Citizen		
<b>Who may avail:</b>	<b>Who May Avail</b>	<b>List of Requirements</b>	<b>Where to Get</b>
	1. Senior citizens  A senior citizen may be accompanied by one (1) adult companion, provided that they are:	Printed Application Form with E-Receipt  Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)	passport.gov.ph  City/Municipal Office of the Senior Citizen Affairs (OSCA)
	1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
	1.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
	2. Persons with disabilities (PWDs)	Printed Application Form with E-Receipt  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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)  A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	passport.gov.ph  Philippine Statistics Authority (PSA)		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)		



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



		Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)	Agency/Employer	
7. Exceptional and emergency cases	<p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> <li>1. The Secretary of Foreign Affairs;</li> <li>2. The Undersecretary for Civilian Security and Consular Affairs; or</li> <li>3. The Assistant Secretary for Consular Affairs.</li> </ol> <p>(1 original)</p>	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a> <a href="mailto:oca.cl@dfa.gov.ph">oca.cl@dfa.gov.ph</a> Written request from the applicant and approval from the Department of Foreign Affairs (DFA)		
	<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>	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a> <a href="mailto:oca.cl@dfa.gov.ph">oca.cl@dfa.gov.ph</a> Airline/Hospital/PSA, etc.		

#### CHECKLIST OF REQUIREMENTS

#### WHERE TO SECURE

#### CORE REQUIREMENTS FOR FIRST TIME ADULT APPLICANTS

Printed Application Form with E-Receipt	passport.gov.ph
Printed Application Form from Online	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>



Passport Application System (OPAS)	
PSA Birth Certificate or Report of Birth or PSA Certificate of Foundling (present original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (present original, 1 photocopy)	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City/ Municipal Hall, PhilPost, School, Civil Aviation Authority of the Philippines (CAAP), Maritime Industry Authority (MARINA)
<b>ADDITIONAL REQUIREMENTS</b> <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) 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/ Municipal Hall, PhilPost, School, CAAP, MARINA
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
Old documents to establish identity: School Records Baptismal Certificate	School Relevant Church NBI



NBI Clearance (present original, 1 photocopy)	
<b>CORE REQUIREMENTS FOR FIRST TIME MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.passport.gov.ph
PSA Birth Certificate/Report of Birth or PSA Certificate of Foundling (present original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
School ID (for 7 years old and above) (present original, 1 photocopy)	School
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b> <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
Minor not accompanied by	Notary Public



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)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
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)	Notary Public  SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA  Department of Social Welfare and Development (DSWD)
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA Birth Certificate/Report of Birth or PSA Certificate of Foundling (present original, 1 photocopy)	PSA
<b>RENEWAL REQUIREMENTS FOR ADULT APPLICANTS</b>	
Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.passport.gov.ph
Current Passport (present original, 1 photocopy)	DFA
Acceptable Valid Government ID (present original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
<b>RENEWAL REQUIREMENTS FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online	onlineappform.passport.gov.ph



Passport Application System (OPAS)	
Current ePassport with photocopy of data page	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
Proof of Parental Authority (present original, 1 photocopy)	PSA, Relevant Church, School, Relevant Hospital or Health Center
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). (present original, 1 photocopy)	School
<b>ADDITIONAL REQUIREMENTS</b> <i>*on a case by case basis, other documents not stated below may be required for special cases</i>	
For change of details or incomplete details in the passport: PSA Birth Certificate/Report of Birth/ Marriage Certificate/Report of Marriage/Certificate of Foundling Valid ID (present original, 1 photocopy)	PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (present original, 1 photocopy) PSA Death Certificate of spouse (present original, 1 photocopy)	PSA
If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage	Local Civil Registrar



Certificate/Foundling 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 SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
For lost expired passport: Affidavit of loss (original) PSA Birth certificate (if no photocopy of passport) (present original, 1 photocopy) Valid ID (present original, 1 photocopy)	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA
For applicants with travel document: Original Travel Document	FSP

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Front Desk Personnel for initial assessment of Qualification for CL Availment	1. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Front Desk Personnel Courtesy Lane
2. Submit the printed application form from OPAS or OAS in the Front Desk	2. Receive the printed application form	None	2 minutes	Front Desk Personnel Courtesy Lane
3. Wait for the issuance of queueing	3. Issue a queuing number for	None	1 minute	Front Desk Personnel



number in the front desk	the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section			Courtesy Lane
4. Wait for the number to be called inside the processing area while applications are cross check from Watchlist Verification	4. Verify if the applicant is included in the Department's Watchlist Database  4.1. If the applicant's name appears on the Department's Watchlist Database, the verifier will attach a referral slip on the application form addressed to the Passport Division. 4.2. If the applicant's name does not appear on the Department's Watchlist Database, the verifier will put his/her initials on the application form. 4.3. Forward the passport application forms to the Processing Counter	None	5 minutes	Verifier Courtesy Lane
5. When the number is called, proceed to	5. Receive the queuing number, conduct	None	20 minutes	Processor Courtesy Lane



<p>the Processing Counter and give the queueing number and necessary documents</p>	<p>interviews and verify the authenticity of the documents and ensure that the required documents are complete.</p>			<p>Note: The processor s are assigned on each designated window on a rotational basis daily.</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>5.1 Refer the applicants whose names are reflected in the Department's Watchlist Database to Passport Division for further verification</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>			
6. Applicants who filed their	6. Accept the payment	Expedited	5 minutes	Collecting Officer



<p>application through OPAS and with approved applications shall proceed to the cashier to pay the passport processing fee.</p>	<p>based on the amount indicated in the official receipt</p>	<p>processing fee – PHP 1,200.00</p>		<p>Office of Financial Management Services – Passport 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</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>None</p>	<p>15 minutes</p>	<p>Encoder Passport Enrollment Center</p>



Document will be scanned.	7.2 At the end of the day, all encoded applications will be transmitted by the Encoding Section admin to the production unit.			
7.2 Applicant shall check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.				
	Processing and production of the passport application		Regular application: 12 working days Express Application: 5 working days	
Claim passport	Release passport	0		
TOTAL REGULAR APPLICATION:		PHP 950	Regular application: 12 working days Express Application: 5 working days	
TOTAL EXPEDITED APPLICATION:		PHP 1,200	Additional 15 days for investigation in cases of mutilated/lost passport	
Plus				
PENALTY FEE (if applicable)		PHP 350		



## 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.

<b>Office or Division:</b>	Office of Consular Affairs - Diplomatic and Official Passports Section
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	Issuance of Diplomatic and Official Philippine Passports (Government to Government)
<b>Who may avail:</b>	All permanent and co-terminus Government employees, Presidential appointees and elected Government officials of the Legislative and Executive
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>PASSPORT ISSUANCE</b> <i>(never been issued any type of Philippine passport)</i>	
Personal appearance	
Confirmed Appointment	Applicant may send an email to <a href="mailto:dops.app@dfa.gov.ph">dops.app@dfa.gov.ph</a>
Accomplished DOPS Passport Application Form -DFA-OCA-DOPS-02 (1 original)	Office of Consular Affairs Website / DOPS Office
PSA *birth certificate (1original, 1 photocopy)  *If details in the birth certificate are unreadable, provide the transcribed local copy of the birth certificate  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.)	Philippine Statistics Authority  Local Civil Registrar where the birth was registered  Church where the applicant was baptized, university, COMELEC etc.
PSA marriage contract (for married woman) (1original, 1 photocopy)	Philippine Statistics Authority
Endorsement letter addressed to DFA (1 original)	Government agency where applicant is employed
Signed Travel Authority (1 original / certified true copy)	Government agency where applicant is employed
Invitation (if any) (1 photocopy)	Organizer / Sponsor
Certificate of No Pending Administrative Case (1 original)	Human Resource Management Office / Legal Office of the government agency where applicant is employed
Latest Service Record (1 original)	Human Resource Management Office of the government agency where applicant is employed
Appointment paper - for Presidential / CSC appointees (1 certified true copy or photocopy)	Office of the President / Civil Service Commission
Oath of Office (for elected officials) (1 certified true copy or photocopy)	Office of the elected official
Applicant's office ID (1 photocopy)	government agency where applicant is employed
Health Declaration Form	Sent via email along with appointment confirmation or at the entrance gate of Office of Consular Affairs
Passport Fee	
<b>PASSPORT RENEWAL</b>	
Personal appearance	



Confirmed Appointment		Applicant may send an email to <a href="mailto:dops.app@dfa.gov.ph">dops.app@dfa.gov.ph</a>		
Accomplished DOPS Passport Application Form - DFA-OCA-DOPS-02 (1 original)		Office of Consular Affairs Website / DOPS Office		
Photocopy of the data page of applicant's old regular and/or official / diplomatic passport with complete name - first time or renewal of official / diplomatic passport (original passport, 1 photocopy)		Applicant		
PSA marriage contract (for married woman) (1original, 1 photocopy)		Philippine Statistics Authority		
Endorsement letter addressed to DFA (1 original)		Government agency where applicant is employed		
Signed Travel Authority (1 original / certified true copy)		Government agency where applicant is employed		
Invitation (if any) (1 photocopy)		Organizer / Sponsor		
Certificate of No Pending Administrative Case (1 original)		Human Resource Management Office / Legal Office of the government agency where applicant is employed		
Latest Service Record (1 original)		Human Resource Management Office of the government agency where applicant is employed		
Appointment paper - for Presidential / CSC appointees (1 certified true copy or photocopy)		Office of the President / Civil Service Commission		
Oath of Office (for elected officials) (1 certified true copy or photocopy)		Office of the elected official		
Applicant's office ID (1 photocopy)		government agency where applicant is employed		
Health Declaration Form		Sent via email along with appointment confirmation or at the entrance gate of Office of Consular Affairs		
Passport Fee				
<b>ADDITIONAL REQUIREMENTS FOR LOST OFFICIAL / DIPLOMATIC PASSPORT</b>				
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.	P950.00 Regular Processing 7 working days	1 minute	Consular Assistant / Processor
2. Applicant shall proceed to the Cashier located at the 2 <sup>nd</sup> floor of	2. Cashier shall validate the payment received from the		3 - 5 minutes (depends on the number of	Cashier



the Office of Consular Affairs building to pay the passport processing fee.	applicant and provide receipt.		applicants on que for payment)	
3. After payment, applicant shall return to DOPS and return the validated passport slip to the Consular Assistant / Processor.	3. Attach claim stub to the original passport slip and return to the applicant. Advice applicant to proceed to the encoding area. Lastly, attach duplicate copy of the passport slip to the application form and forward documents to DOPS Encoding Area.		1 - 3 minutes	Consular Assistant / Processor
4. Applicant shall proceed to the DOPS Encoding Area for biometrics capturing.	4. Encode the applicant's personal information in the passport enrollment set and request applicant to review and confirm the accuracy of information encoded.		5 - 10 minutes	Encoder
5. Applicant shall return on the release date indicated on the claim stub. Proceed to the designated window and present the claim stub and receipt to the releasing officer.	5. Locate e-passport and application form being claimed by applicant. Ask for applicant / representative's signature.		8 – 10 minutes	Consular Assistant / Releasing Officer
<b>TOTAL EXPRESS APPLICATION:</b>		P1,200.00	5 working days	
<b>TOTAL REGULAR APPLICATION:</b>		P950.00	7 working days	



## 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.

<b>Office or Division:</b>	Office of Consular Affairs - Diplomatic and Official Passports Section				
<b>Classification:</b>	Simple				
<b>Type of Transaction:</b>	Revalidation / Amendment of Diplomatic and Official Philippine Passports (Government to Government)				
<b>Who may avail:</b>	All permanent and co-terminus Government employees, Presidential appointees and all elected Government officials of the Legislative and Executive				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>			
Accomplished DOPS Revalidation / Amendment Form - DFA-OCA-DOPS-04 (1 original)		Office of Consular Affairs Website / DOPS Office			
Data page of applicant's old regular / official / diplomatic passport with complete name - first time or renewal of official / diplomatic passport (original passport, 1 photocopy)		Applicant			
Endorsement letter addressed to DFA (1 original)		Government agency where applicant is employed			
Signed Travel Authority (1 original / certified true copy)		Government agency where applicant is employed			
Invitation (if any) (1 photocopy)		Organizer / Sponsor			
Certificate of No Pending Administrative Case (1 original)		Human Resource Management Office / Legal Office of the government agency where applicant is employed			
Latest Service Record (1 original)		Human Resource Management Office of the government agency where applicant is employed			
Appointment paper - for Presidential / CSC appointees (1 certified true copy or photocopy)		Office of the President / Civil Service Commission			
Oath of Office (for elected officials) (1 certified true copy or photocopy)		Office of the elected official			
Health Declaration Form		Entrance gate of Office of Consular Affairs			
Applicant's office ID (1 photocopy)		government agency where applicant is employed			
<b>CLIENT STEPS</b>		<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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		3 days	Consular Assistant / Processor



	diplomatic / official e-passport.			
2. Applicant shall return on the release date indicated on the email or sms. Proceed to the designated window and present the claim stub to the releasing officer.	2. Inform the applicant via email or sms on the availability for release of the revalidated official/diplomatic passport		8 to 10 minutes	Consular Assistant / Releasing Officer
	3. Locate e-passport and application form being claimed by applicant. Ask for applicant / representative's signature.			Consular Assistant / Releasing Officer
<b>TOTAL:</b>	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.

<b>Office or Division:</b>	Office of Consular Affairs - Diplomatic and Official Passports Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Issuance of Notes Verbale and Letter Visa Endorsements to Holders of Diplomatic and Official Philippine Passports (Government to Government)			
<b>Who may avail:</b>	All permanent and co-terminous Government employees, Presidential appointees and all elected Government officials of the Legislative and Executive			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
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		
<b>CLIENT STEPS</b>		<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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	None	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.			
<b>TOTAL:</b>		None	3 days	



## FEEDBACK AND COMPLAINTS

<b>How to Send Feedback?</b>	<p>Fill out the client feedback form available at the counter of each process. (Verification Unit, Processing Unit, Passport Enrolment Center, Releasing Unit, Special Concerns and Pending Unit)</p> <p>Drop the accomplished form in the designated drop box located at each unit.</p> <p>Contact info: 8 651 – 9400 and <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a></p>
<b>How to file a complaint?</b>	<p>For filling of complaints, please send the written complaint via email at <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> and/or <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a></p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person or unit being complained</li> <li>- Incident</li> <li>- Evidence</li> </ul> <p>You may also send your complaints via this <a href="#">Client Feedback Form</a>.</p> <p>For inquiries and follow-ups, clients may contact 8 651-9400</p>
<b>DFA Passport Division</b>	<p>86519400  <a href="mailto:oca.passport@dfa.gov.ph">oca.passport@dfa.gov.ph</a>  <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a></p> <p><b>For Passport Appointment Concerns:</b>  (02)8234 - 3488  Weekdays: 6am to 10pm  Weekends: 8am to 8pm</p> <p><b>For Passport, Authentication and other Consular Inquiries:</b>  (02)8651 - 9400</p> <p><b>Passport Releasing Hotline:</b>  0939-320-0569 (Smart)</p>
<b>Presidential Complaints Center (PCC)</b>	8888
<b>CSC Contact Center ng Bayan (CCB)</b>	0908-881-6565 (SMS)
<b>Anti-Red Tape Authority (ARTA)</b>	8478-5091/8478-5099



## 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

<b>Office or Division</b>	Visa Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	G2G – Government to Government			
<b>Who may Avail</b>	Foreign Government Officials & Staff/ Representatives of Accredited International Organizations and their Dependents currently posted in the Philippines with valid 9(e) visa <b>For Newborn Child of Diplomats:</b> Dependent child of Foreign Government Officials/ Representatives of Accredited International Organizations born in the Philippines			
<b>Checklist of Requirements</b>	<b>Where to Secure</b>  Note Verbale from the requesting Embassy or International Organization accredited in the Philippines Original Passport of the applicant Application form Two (2) pieces Passport size photos Photocopy of latest valid visa Photocopy of arrival stamp in the Philippines Photocopy of Principals visa and passport (for dependents & household member/s) Photocopy of Birth Certificate (newborn) Additional requirements when deemed necessary (i.e. supporting proof for conversion from 9E3 to 9E1/9E2)			
Client Steps	Agency Action	Fees to be Paid	Processing Time	Person Responsible
I. All transactions shall be on appointment basis. Kindly send to the Division's official email address at: oca.visa@dfa.gov.ph the advance copies of the documents for pre-vetting and to schedule an appointment.  II. Health Declaration Forms must be submitted 1 day prior to scheduled appointment. Entry will not be granted if non-compliant.	<u><b>For Regular Renewal of 9(e) visa:</b></u> 1. Initial vetting of the requirements submitted online. If the requirements are complete, the Visa Assistant processes the renewal of 9(e) visa. If there are insufficient requirements, the Visa Assistant will send email to the concerned Embassy/IO to submit the necessary requirements before the renewal will proceed.  2. Compiles the applications for scheduling of the submission of physical requirements.  3. Reviews the submitted physical requirements and	None	7 working days	Visa Assistant



III. Submission of complete physical documents on scheduled date.	process the issuance of renewal of 9(e) visa.			
IV. Receipt of renewed 9(e) visa on scheduled release date.	4. Transmit to the Visa Principal Assistant or to the Director the visa affixed to the passport together with the submitted requirements, for evaluation and approval.			
V. Submission of application form of the newborn child on scheduled date.	5. Releases the visa to the representative of the Foreign Mission or International Organization.			
VI. Client Feedback Form should be accomplished after completion of every transaction.	<b><u>For Newborn Child of Diplomats:</u></b> 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

<b>Office or Division:</b>	Visa Division
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	Government to Business Entity
<b>Who may avail:</b>	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 Photocopy of applicant's passport Bureau of Immigration and National Bureau of Investigation Certification Current photo of the applicant Resume/Curriculum Vitae Employment Certificate Certified True Copy of Company's 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	<a href="https://consular.dfa.gov.ph/visainformation/25-visa/226-apac-business-travel-card">https://consular.dfa.gov.ph/visainformation/25-visa/226-apac-business-travel-card</a> NBI From the requesting party  Employer SEC From the requesting party

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
I. Submission of the endorsed application by the Certified Business Organization (CBO) through the Division's official email address at: <a href="mailto:oca.visa@dfa.gov.ph">oca.visa@dfa.gov.ph</a>	1. The Visa Assistant conducts a preliminary assessment of the endorsed application submitted by the CBO through its Liaison Officer, and evaluates and checks if the submitted requirements are complete.	None	90 calendar days	Visa Assistant



<p>II. Health Declaration Forms must be submitted 1 day prior to scheduled appointment. Entry will not be granted if non-compliant.</p> <p>III. Once approved, the applicant or the CBOs may request for an interim card as long as at least ten (10) economies has provided pre-clearance.</p> <p>IV. Client Feedback Form should be accomplished after completion of every transaction.</p>	<p>2. The Director will decide to approve or deny the application.</p> <p><b>If Approved:</b></p> <ul style="list-style-type: none"> <li>◦ 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.</li> <li>◦ ABTC Desk Assistant monitors on a weekly basis the decision of pre-clearance or permission status of other APEC participating economies in the ABTC Online Network System. Once the application is approved by all the economies, ABTC Desk Assistant will request for a card through the online system of ABTC which will then be printed in Australia.</li> <li>◦ Once the card arrive and receive by OCA-Visa, ABTC Desk Assistant will sort the cards by the CBOs and</li> </ul>			
---	--	--	--	--



	<p>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> <p><b>If Declined and Hold:</b></p> <ul style="list-style-type: none"><li>◦ 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.</li><li>◦ 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.</li></ul> <p><b>If Denied:</b></p> <ul style="list-style-type: none"><li>◦ 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</li></ul>		
--	---	--	--



	requirements needed to complete the application, through a letter of notice which will be picked-up by the LO of their respective business organization at the Visa Division.  ◦ The name of the applicant will be included in the database of the list of denied applicants. The denied applicants will have to wait for a year to be able to re-apply again.			
<b>TOTAL:</b>		<b>None</b>	<b>90 calendar days</b>	



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

<b>Office or Division</b>	Visa Division			
<b>Classification</b>	Complex			
<b>Type of Transaction</b>	Private & Government to Government			
<b>Who may Avail</b>	Philippine Government Agency, Foreign Government Entity (FGE), & Private Entity inviting foreign nationals in the Philippines for temporary visit			
<b>Checklist of Requirements</b>	<b>Where to Secure</b>			
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
I. Submission of endorsement letter and other documents from Philippine Government Agency, FGE and Private Entity through the Division's official email address at <a href="mailto:oca.visa@dfa.gov.ph">oca.visa@dfa.gov.ph</a> .  II. Health Declaration Forms must be submitted 1 day prior to scheduled appointment. Entry will not be granted if non-compliant.  III. Client Feedback Form should be accomplished after completion of every transaction.	<p>1. Evaluation of the endorsement request from Private Entity. If the requirements are complete, the Visa Assistant drafts a memorandum for the Secretary through the Office of the Undersecretary for Civilian Security and Consular Concerns (UCSCC) requesting for the approval of the exemption of entry/exit of foreign nationals. If there are insufficient requirements, the Visa Assistant will reply to its email to submit the necessary requirements before its process.</p> <p>2. Upon approval of the Secretary of Foreign Affairs (SFA), the Visa Assistant drafts a letter to the Bureau of Immigration indicating the passport and flight details of the applicant/s to be repatriated.</p> <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>	None	7 working days	Visa Assistant
	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

<b>OFFICE OR DIVISION</b>	Consular Records Division			
<b>Classification</b>	Complex			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Filipino Citizen			
<b>Checklist of Requirements</b>	<b>Where to Avail</b>			
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 despatch	CRD Assistant assigned at the DFA-CRD main building Office of Assets Management and Support Services (OAMSS)
<b>TOTAL</b>		None	3 days	



## 2. Consular Records Division – Transmittal of Recorded Vital Events Received from Foreign Service Posts to the Philippine Statistics Authority

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



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

<b>Office or Division:</b>	Visa Division, Application at Foreign Service Posts			
<b>Classification:</b>	Highly Technical, Multi-Stage Processing			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Any Foreign National through Foreign Service Post			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
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
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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:  ° 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
<b>TOTAL:</b>		<b>None</b>	<b>15 Working days</b>	



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

<b>Office or Division:</b>	Visa Division
<b>Classification:</b>	Highly Technical; Multi-stage Processing
<b>Type of Transaction:</b>	Government to Government
<b>Who may avail:</b>	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"> <li>◦ The school's official liaison officer submits to Visa Division the application of the foreign students.</li> <li>◦ Visa Assistant drafts the request for derogatory check through letter communications.</li> <li>◦ Upon receipt of the results of records check, the Visa Assistant will draft the authority to issue visa to the concerned Foreign Service Post.</li> </ul>	None	15 working days	Visa Assistant
<b>TOTAL:</b>	<b>None</b>	<b>15 working days</b>		



## 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)

<b>Office or Division:</b>	Visa Division; Application at Foreign Service Post			
<b>Classification:</b>	Highly Technical; Multi-Stage Processing			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Any Foreign National through Foreign Service Post			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
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
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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"> <li>◦ 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.</li> <li>◦ 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.</li> <li>● For 47(a)(2) applications:               <ul style="list-style-type: none"> <li>◦ The Visa Assistant will request for verification</li> </ul> </li> </ul>	None	15 working days	Visa Assistant



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

## 6. Visa Division – Authority to Issue Visas at Post – Of 9(g) Visa by Virtue of Bureau of Immigration Endorsement

<b>Office or Division:</b>	Visa Division			
<b>Classification:</b>	Complex; Multi-Stage Processing			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Foreign Nationals endorsed by the Bureau of Immigration			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Endorsement letter from Bureau of Immigration and for transmittal to concerned Foreign Service Post			9(g) endorsement from the Bureau of Immigration	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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
<b>TOTAL:</b>		<b>None</b>	<b>7 working days</b>	



## 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
<b>TOTAL:</b>		<b>None</b>	<b>7 working days</b>	



## 8. Visa Division – Authority to Issue Visas at Post – Of 9(e) Visa for Incoming Foreign Government Officials and International Organizations

<b>Office or Division:</b>	Visa Division			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Foreign Government and Philippine Accredited International Organizations			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Note Verbale/Letter of Endorsement from requesting Embassy/Consulate/Philippine Accredited International Organization and fax communication from Foreign Service Post requesting for authority Copy of applicant's passport Proof of marital union (for dependent spouse only) Copy of previously issued visa (for renewal)			From the requesting Embassy/Philippine Accredited International Organization	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of the necessary required documents to the Visa Assistant	1. The Visa Assistant evaluates and accepts the application if the requirements are complete.  2. The Visa Assistant requests for records check. 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 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
<b>TOTAL:</b>		<b>None</b>	<b>7 working days</b>	



## FEEDBACK AND COMPLAINTS MECHANISM FOR DFA ASEANA

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter.  Drop accomplished form at the designated drop box located in the front desk. Or participate in the “Happy” or “Not” feedback kiosks found at the Consular Offices. Or email the Clients’ Concerns Unit at <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> .
<b>How feedbacks are processed?</b>	The Client’s Concerns Unit collects all feedback forms and submits these to the Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard. Feedback requiring answers are forwarded to the concerned Division or Unit who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback. The answer of the office is then relayed to the citizen. For inquiries and follow-ups, clients may contact the following mobile numbers: 0977-353-3942(Globe) and 0961-567-9324(Smart). Or email address: <a href="mailto:Oca.concerns@dfa.gov.ph">Oca.concerns@dfa.gov.ph</a> .
<b>How to file a complaint?</b>	For filing of complaints, please fill out the Public Assistance and Complaints (PAC) Form and submit to the PAC Desk Officer  Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> .  Kindly provide the following information: <ul style="list-style-type: none"><li>- Name of person being complained of</li><li>- Incident</li><li>- Evidence</li></ul> For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000 or mobile numbers: 0977-353-3942(Globe) and 0961-567-9324(Smart).
<b>Contact Information of Office of Consular Affairs Divisions, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</b>	(02) 8834-4000, 0977-353-3942(Globe) and 0961-567-9324(Smart) <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> <a href="mailto:Oca.concerns@dfa.gov.ph">Oca.concerns@dfa.gov.ph</a> <a href="mailto:Oca.authentication@dfa.gov.ph">Oca.authentication@dfa.gov.ph</a> <a href="mailto:Oca.crd@dfa.gov.ph">Oca.crd@dfa.gov.ph</a> <a href="mailto:Oca.cl@dfa.gov.ph">Oca.cl@dfa.gov.ph</a> <a href="mailto:Oca.dops@dfa.gov.ph">Oca.dops@dfa.gov.ph</a>  <i>Presidential Complaints Center: 8888</i>  <i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i>  <i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i>



## **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.

### 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
2. Senior citizens  A senior citizen may be accompanied by one (1) adult companion, provided that they are:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or  1.2. A travelling companion	<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>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>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>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> <p>passport.gov.ph</p> <p>Airline/Hotel</p>
2. Persons with disabilities (PWDs)	<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</p>



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



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

Checklist of Requirements	Where to Get
Printed Application Form with E-Receipt	passport.gov.ph
Current Passport (1 original, 1 photocopy)	DFA
Acceptable Valid Government ID (1 original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
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
*Some additional requirements stated above may be required from some applicants depending on their case.	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	CORE REQUIREMENTS
Printed Application Form with E-Receipt	passport.gov.ph
PSA Birth Certificate or Report of Birth or Certificate of Foundling (present original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (present original, 1 photocopy)	Social Security System (SSS), Government Service Insurance 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

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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	



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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
For lost valid passport: Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
For lost expired passport: Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
For applicants with travel document:	FSP



Affidavit of Explanation Original Travel Document (original)				
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI			
For applicants with mutilated passports: Affidavit of Explanation (1 original) Mutilated passport (to be surrendered)	Notary Public DFA			
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 <a href="mailto:ncrcentral.so@dfa.gov.ph">ncrcentral.so@dfa.gov.ph</a> .	1. Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On day of Appointment				
1. Present appointment email and fill out the Health Declaration Form.	1. Verify the appointment and issue a HDF for the applicant to fill out.	None	5 minutes	Information and Public Assistance Officer
2. Fill-out and submit the passport application form in the front desk	2. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
3. Submit the required documents to Front Desk Personnel for initial assessment and verification	3. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
4. Wait for the issuance of queueing number in the front desk	3. Issue a 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	<i>Verifier</i>
5. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents  5.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor  5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor	5. Receive the queueing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification  5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.  5.2.1 If the applicant opted for picked-up, advise the applicant to return on the 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 queueing 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.
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  Regular processing fee – PHP 950.00	5 minutes	<i>Cashier</i>



	<p>6.1 Give the validated official receipt to the applicant</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>			
7. Proceed to the Encoding Area  7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	<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>
8. Return on the tentative release date indicated on the official receipt and present the original official receipt  8.1 Receive the passport	<p>8. Receive the official receipt then verify and locate the passport</p> <p>8.1 Issue the passport to the applicants</p>	None	10 minutes	<i>Releasing Personnel</i>
<b>Total</b>	<p>Php 1,200 (or Php 950)</p> <p>(*Additional Php 350 for mutilated, lost valid or expired electronic passport)</p>	1 hour and 15 minutes		



# **Consular Office (CO) NCR – Central**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- NCR Central			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- NCR Central			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- NCR Central			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	4. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	2. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO NCR-CENTRAL - (02) 8631 0806; ncrcentral.so@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p>



## **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.

<b>Office/Division:</b>	CONSULAR OFFICE NCR - EAST
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Applicant</b>	
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
<b>Representative</b>	
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
<b>Other requirements (depending on the document for Authentication)</b>	
1. NBI Clearance/Sundry	
<ul style="list-style-type: none"> <li>• Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i></li> </ul>	NBI
2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records	
<ul style="list-style-type: none"> <li>• Original document issued by PSA/NSO</li> </ul>	PSA
<ul style="list-style-type: none"> <li>• 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></li> </ul>	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"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from DepEd Regional Office</li> </ul>	Elementary/High School 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"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from TESDA</li> </ul>	Technical/Vocational School TESDA Office which has jurisdiction over the school
c. Private/Local Colleges and Universities (TOR and/or Diploma)	
<ul style="list-style-type: none"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from CHED</li> </ul>	Private/Local College/University 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
<b>Filing of documents for Authentication / Apostille</b>				
Securing An Appointment				
3. Secure an appointment from <a href="mailto:ncreast.so@dfa.gov.ph">ncreast.so@dfa.gov.ph</a> .	3.1.1 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
4. 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
5. Fill out application form and wait for queuing number to be called at the Processing area.	3. None	-	1 hour	
6. 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
7. 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		2 Working Days and 6 Working Hours)  20 Days*	Authentication Backend  Authentication VAFIS Personnel



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

### 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 Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



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



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

<b>Office or Division:</b>	CONSULAR OFFICE NCR - EAST			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Filipino citizens			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>FOR MINOR APPLICANTS</b>				
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph			
Current ePassport <b>with photocopy of data page</b>	DFA			
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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			
<b>ADDITIONAL REQUIREMENTS</b>				
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within	



	<p>partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); 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.

<b>Office or Division:</b>	Consular Office- NCR East	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
1.2. A travelling companion	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)
2. Persons with disabilities (PWDs)  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  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)
2.2. 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  Philippine Statistics Authority (PSA)
		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.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	<p>Printed Application Form through OPAS</p> <p>Approved written request by any of the following DFA officials:</p> <ol style="list-style-type: none"> <li>1. The Secretary of Foreign Affairs;</li> <li>2. The Undersecretary for Civilian Security and Consular Concerns; or</li> <li>3. The Assistant Secretary for Consular Affairs.</li> </ol> <p>(1 original)</p>	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a> <p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p>

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
Printed Application Form with E-Receipt		<a href="http://passport.gov.ph">passport.gov.ph</a>
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
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			
<b>ADDITIONAL REQUIREMENTS</b>				
For lost valid passport: Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
For lost expired passport: Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID			
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSP			
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI			
For minor applicants: Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court			
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court			
CLIENT STEPS	AGENCY 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				
7.1.1.1 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.			
7.1.2 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 queueing number in the front desk	4. Issue a queuing number for the qualified applicant. 4.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	<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.  6.2.1 If the applicant opted for picked-up,	None	15 minutes	<i>Processor</i>  Note: The processors are assigned on each designated window on a rotational basis daily.



	<p>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 applications will be transmitted by the</p>	None	15 minutes	Encoder



that all encoded data are correct.	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>
<b>Total</b>	Php 1,200 (or Php 950)  (*Additional Php 350 for mutilated, lost valid or expired electronic passport)		1 hour and 15 minutes	



## **Consular Office (CO) NCR – East**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- NCR East			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- NCR East			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	<i>Administrative Officer</i>
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	<i>Communications Officer</i>
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	<i>Communications Officer</i>
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- NCR East			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	<i>Administrative Officer</i>
	4. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	<i>Communications Officer</i>
2. Sign receiving copy of the certificate	2. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	<i>Communications Officer</i>
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.  Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.
<b>How to file a complaint?</b>	The answer of the office is then relayed to the citizen.  For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000. For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana. Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> , <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> . Kindly provide the following information: <ul style="list-style-type: none"><li>- Name of person being complained of</li><li>- Incident</li><li>- Evidence</li></ul>
<b>How complaints are processed?</b>	Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation. The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> ; <b>CO NCR-EAST - (02) 8234 2478; (02) 8234 5062; <a href="mailto:ncreast.so@dfa.gov.ph">ncreast.so@dfa.gov.ph</a></b>
<b>Contact Information of OCA Divisions/Sections,</b>	<i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i>
<b>Presidential Complaints Center (PCC),</b>	Presidential Complaints Center: 8888
<b>CSC Contact Center ng Bayan (CCB),</b>	CSC Contact Center ng Bayan: 0908-881-6565 (SMS)
<b>Anti-Red Tape Authority (ARTA)</b>	Anti-Red Tape Authority: 8478-5091/ 8478-5099



## **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.

### 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:	Local Civil Registry



Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	PSA			
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost			
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public			
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	<i>Verifiers</i>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	<i>Processors</i>
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	<i>Encoders</i>
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.	5. check receipt and locate passport  5.1 release the passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	<i>Releasing Officer</i>
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



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

<b>Office or Division:</b>	CONSULAR OFFICE NCR - NORTH
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days	



	<p>before appointment date)</p> <p>(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>(COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p>	
--	---	---	--



### 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
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)	<a href="http://passport.gov.ph">passport.gov.ph</a>  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)	<a href="http://passport.gov.ph">passport.gov.ph</a>  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)	<a href="http://passport.gov.ph">passport.gov.ph</a>  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)	<a href="http://passport.gov.ph">passport.gov.ph</a>  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)	<a href="http://passport.gov.ph">passport.gov.ph</a>  Philippine Statistics Authority (PSA)
2.2. A travelling companion	Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>



	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  or 4.2 Legal guardian;	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)
4.3 Authorized representative	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
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:	Notary Public BI



Affidavit of Explanation and travel records (original)	
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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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
--	---

Securing An Appointment				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8.1.1 Secure an appointment from <a href="mailto:ncrnovaliches_so@dfa.gov.ph">ncrnovaliches_so@dfa.gov.ph</a> .	.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	Information and Public Assistance Officer
8.1.2 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 queueing number in the front desk	4. Issue a queuing number for the qualified applicant. 4.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	Information and Public Assistance Officer
5. Wait for the number to be called inside the processing area	5. Verify if the applicant is included in the Department's Look-Out-List (LOL)	None	15 minutes	Verifier



	4.1 Forward the passport application forms to the Processing Counter			
6. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents  6.1 If the applicant is included in the Department's Look-Out-List (LOL), proceed to Passport Division upon the referral of the Processor  6.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor	6. Receive the queuing number, conduct interviews and verify the authenticity of the documents  6.1 Refer the applicants whose names are reflected in the Look-Out List (LOL) to Passport Division for further verification  6.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.  6.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport  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	Express processing fee	5 minutes	<i>Cashier</i>



	<p>indicated in the official receipt</p> <p>7.1 Give the validated official receipt to the applicant</p>	<p>– 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>		
8. Proceed to the Encoding Area  8.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	<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>
9. Return on the tentative release date indicated on the official	9. Receive the official receipt then verify and locate the passport	None	10 minutes	<i>Releasing Personnel</i>



receipt and present the original official receipt  9.1 Receive the passport	9.1 Issue the passport to the applicants			
<b>Total</b>	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 – North**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- North			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- North			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- North			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO NCR-NORTH - (02) 8372 7902; <a href="mailto:ncrnovaliches.so@dfa.gov.ph">ncrnovaliches.so@dfa.gov.ph</a></b></p>
<b>Contact Information of OCA Divisions/Sections,</b>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



**Consular Office (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.

<b>Office/Division:</b>	CONSULAR OFFICE NCR - NORTHEAST
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Applicant</b>	
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
<b>Representative</b>	
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
<b>Other requirements (depending on the document for Authentication)</b>	
18. NBI Clearance/Sundry	
<ul style="list-style-type: none"> <li>Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i></li> </ul>	NBI
19. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records	
<ul style="list-style-type: none"> <li>Original document issued by PSA/NSO</li> </ul>	PSA
<ul style="list-style-type: none"> <li>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></li> </ul>	Local Civil Registrar's Office
20. School documents	
e. Elementary and High School Level (Form 137 and/or Diploma)	
<ul style="list-style-type: none"> <li>Certified True Copy from the school</li> <li>Certification, Authentication and Verification (CAV) from DepEd Regional Office</li> </ul>	Elementary/High School DepEd Regional Office which has jurisdiction over the school
f. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)	
<ul style="list-style-type: none"> <li>Certified True Copy from the school</li> <li>Certification, Authentication and Verification (CAV) from TESDA</li> </ul>	Technical/Vocational School TESDA Office which has jurisdiction over the school
g. Private/Local Colleges and Universities (TOR and/or Diploma)	
<ul style="list-style-type: none"> <li>Certified True Copy from the school</li> <li>Certification, Authentication and Verification (CAV) from CHED</li> </ul>	Private/Local College/University CHED Office which has jurisdiction over the school



h. State Universities and Colleges (TOR and/or Diploma)	
• Certified True Copy and Certification, Authentication and Verification from the school	State University/College
21. PRC document/s	
• Certified True Copy from PRC	PRC
22. Medical Certificate/s	
c. For employment	
• DOH stamp per document	DOH
d. For other purposes	
• Certification issued by DOH with attached Medical Certificate	DOH
23. CAAP document/s	
• Certified by CAAP	CAAP
24. Driver's License	
• Certification	LTO (main branch only)
25. 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
26. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
• Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court)	Regional Trial Court which has jurisdiction over the notary public
27. Court document/s (Decision, Resolution, Order)	
• Certified True Copy from the court	Court where the case was filed
28. Immigration Record/s	
• Certified by BI	BI
29. DSWD Clearance	
• Original document issued by DSWD	DSWD
30. Police Clearance/Sundry	
• Original document issued by PNP	Police Station
31. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.)	
• Certified True Copy from the issuing office	SEC / DTI / BIR / SSS / BPLO
32. Barangay Clearance/Certificate	
• Mayor's certification/clearance	Mayor's Office
33. Export document/s	
• Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document	PCCI / DOH / DA / BFAD
34. Issuances by Philippine Embassy / Consulate to be used abroad	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Filing of documents for Authentication / Apostille</b>				
Securing an Appointment				
1. Secure an appointment from <a href="mailto:dfancrne.aunthentication@gmail.com">dfancrne.aunthentication@gmail.com</a>	Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On day of Appointment				
8.1.2.1 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)	
<b>Releasing of Authenticated documents</b>				
1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	15 minutes	
2. Present government issued ID at the appropriate releasing window.	2. Check original government issued ID of applicant/ representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/ Apostille document/s to the applicant/ representative.	-	5 minutes	<i>Authentication Releasing Personnel</i>
3. Check accuracy and completeness of authenticated document/s received.	3. Provide Client Feedback Form to the applicant/ representative	-		
<b>TOTAL:</b>		Regular: PHP100 per document  Expedite: PHP200 per document	Regular: 3 Days  Expedite: 1 Working Day	
<b>Releasing of Pending and Correction documents</b>				
1. Proceed to the Pending and Correction window for evaluation.	3. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area.	-	10 minutes	<i>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.	-		
<b>TOTAL:</b>	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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document:	Notary Public BI



Affidavit of Explanation and travel records (original)	
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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost DSWD



DSWD Clearance (present original, 1 photocopy)				
Adoption papers (present original, 1 photocopy)		Relevant Court		
PSA certificate of foundling (present original, 1 photocopy)		PSA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP	Application: 1 Hour and 15 minutes;	



	<p>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)</p>	<p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes</p>	
--	---	---	--



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

<b>Office or Division:</b>	CONSULAR OFFICE NCR - NORTHEAST			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	Filipino citizens			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
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			
<b>FOR MINOR APPLICANTS</b>				
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph			
Current ePassport <b>with photocopy of data page</b>	DFA			
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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			
<b>ADDITIONAL REQUIREMENTS</b>				
<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			
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>



1. Applicant sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days		



	(*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	(COs outside Metro Manila); Releasing: 30 minutes	
--	--	--	--



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



	<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>	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)</p>	Agency/Employer
7. Exceptional and emergency cases	<p>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)</p>	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
Printed Application Form with E-Receipt		<a href="http://passport.gov.ph">passport.gov.ph</a>
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph



<b>Current ePassport with photocopy of data page</b>				
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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			
<b>ADDITIONAL REQUIREMENTS</b>				
<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 <a href="mailto:dfancrne.proces sing@gmail.com">dfancrne.proces sing@gmail.com</a> .	Agency to schedule the applicant.	None	1 to 2 days	CO Administrative Officer
On the day of Appointment				
9.1.1 Present appointment email and fill out the Health Declaration Form	.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	<i>Cashier</i>
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>	None	15 minutes	<i>Encoder</i>



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>
<b>Total</b>	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 – Northeast**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- North East			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate		Employee's personal file		
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities		Administrative Officer Financial Analyst Property Officer Records Officer		
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate		Hospital or Clinic		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- North East			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None		



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- North East			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO NCR-NORTHEAST - (02) 8293 0105; <a href="mailto:ncrnortheast.so@dfa.gov.ph">ncrnortheast.so@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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.

<b>Office/Division:</b>	CONSULAR OFFICE NCR - SOUTH	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Applicant</b>		
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
<b>Representative</b>		
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
<b>Other requirements (depending on the document for Authentication)</b>		
35. NBI Clearance/Sundry		
<ul style="list-style-type: none"> <li>Original document issued by the NBI with dry seal</li> </ul> <p><i>Note: Personal copy is not valid.</i></p>		NBI
36. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records		
<ul style="list-style-type: none"> <li>Original document issued by PSA/NSO</li> </ul> <p>For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA</p> <p><i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i></p>		PSA 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"> <li>Certified True Copy from the school</li> <li>Certification, Authentication and Verification (CAV) from DepEd Regional Office</li> </ul>		Elementary/High School 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"> <li>Certified True Copy from the school</li> <li>Certification, Authentication and Verification (CAV) from TESDA</li> </ul>		Technical/Vocational School TESDA Office which has jurisdiction over the school
k. Private/Local Colleges and Universities (TOR and/or Diploma)		
<ul style="list-style-type: none"> <li>Certified True Copy from the school</li> <li>Certification, Authentication and Verification (CAV) from CHED</li> </ul>		Private/Local College/University CHED Office which has jurisdiction over the school



I. 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	
• Mayor's certification/clearance	Mayor's Office
50. Export document/s	
• Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document	PCCI / DOH / DA / BFAD
51. Issuances by Philippine Embassy / Consulate to be used abroad	



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 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



	agency. Encode and issue Apostille / Authentication Certificate upon confirmation.		(for special cases needing further verification by issuing agency outside the DFA)	<i>Authentication VAFIS Personnel</i>
<b>Releasing of Authenticated documents</b>				
1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	15 minutes	
2. Present government issued ID at the appropriate releasing window.	2. Check original government issued ID of applicant/representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/Apostille document/s to the applicant/representative.	-	5 minutes	<i>Authentication Releasing Personnel</i>
3. Check accuracy and completeness of authenticated document/s received.	3. Provide Client Feedback Form to the applicant/representative	-		
<b>TOTAL:</b>	Regular: PHP100 per document  Expedite: PHP200 per document	Regular: 3 Days  Expedite: 1 Working Day		
<b>Releasing of Pending and Correction documents</b>				
1. Proceed to the Pending and Correction window for evaluation.	4. Interview applicant/representative and review the document/s presented for correction or compliance 1.1 Advise applicant/representative to wait at the Pending and Correction area.	-	10 minutes	<i>Authentication Releasing Personnel</i>



2. Wait for name to be called at the Pending and Correction area.	2. Call applicant/representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	30 minutes	<i>Authentication Releasing Personnel</i>
3. Present government issued ID to claim the authenticated document/s.	3. Check original government issued ID of applicant/representative. 3.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 3.2 Release authenticated/Apostille document/s to the applicant/representative.	-	5 minutes	<i>Authentication Releasing Personnel</i>
4. Check accuracy and completeness of authenticated / Apostille document/s received.	4. Provide Client Feedback Form to the applicant/representative.	-		
<b>TOTAL:</b>	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.

### 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 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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);	



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



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

<b>Office or Division:</b>	CONSULAR OFFICE NCR - SOUTH
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



#### 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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or  1.2. A travelling companion	<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>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>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>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> <p>passport.gov.ph</p> <p>Airline/Hotel</p>
2. Persons with disabilities (PWDs)  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	<p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</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>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.pa">onlineappform.pa</a> <a href="http://ssport.gov.ph">ssport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.pa">onlineappform.pa</a> <a href="http://ssport.gov.ph">ssport.gov.ph</a>  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)	<a href="http://onlineappform.pa">onlineappform.pa</a> <a href="http://ssport.gov.ph">ssport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:dfancrsouth@gmail.com">dfancrsouth@gmail.com</a>	Agency to schedule the applicant	None	1 to 2 days	CO Administrative Officer
On day of appointment				
2. Present email appointment and fill out the Health Declaration Form	To verify appointment and issue/collect the HDF.	None	5 minutes	Information and Public Assistance Officer
3. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a 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</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</p>	<p>None</p>	<p>15 minutes</p>	<p><i>Encoder</i></p>



	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.			
7.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.  8. Return on the tentative release date indicated on the official receipt and present the original official receipt  8.1 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>
<b>Total</b>	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**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- NCR South			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- NCR South			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- NCR South			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO NCR-SOUTH - (02) 8551 1051; (02) 8550 2697; <a href="mailto:ncrsouth.so@dfa.gov.ph">ncrsouth.so@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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.

<b>Office/Division:</b>	CONSULAR OFFICE NCR – WEST	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<b>Applicant</b>		
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
<b>Representative</b>		
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
<b>Other requirements (depending on the document for Authentication)</b>		
52. NBI Clearance/Sundry		
<ul style="list-style-type: none"><li>• Original document issued by the NBI with dry seal</li></ul> <p><i>Note: Personal copy is not valid.</i></p>		NBI
53. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records		
<ul style="list-style-type: none"><li>• Original document issued by PSA/NSO</li></ul>		PSA
<ul style="list-style-type: none"><li>• For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA</li></ul> <p><i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i></p>		Local Civil Registrar's Office
54. School documents		
m. Elementary and High School Level (Form 137 and/or Diploma)		
<ul style="list-style-type: none"><li>• Certified True Copy from the school</li><li>• Certification, Authentication and Verification (CAV) from DepEd Regional Office</li></ul>		Elementary/High School DepEd Regional Office which has jurisdiction over the school
n. Technical and Vocational Courses (TOR and/or Diploma/National Certificate)		
<ul style="list-style-type: none"><li>• Certified True Copy from the school</li><li>• Certification, Authentication and Verification (CAV) from TESDA</li></ul>		Technical/Vocational School TESDA Office which has jurisdiction over the school
o. Private/Local Colleges and Universities (TOR and/or Diploma)		
<ul style="list-style-type: none"><li>• Certified True Copy from the school</li><li>• Certification, Authentication and Verification (CAV) from CHED</li></ul>		Private/Local College/University CHED Office which has jurisdiction over the school



p. State Universities and Colleges (TOR and/or Diploma)	
• Certified True Copy and Certification, Authentication and Verification from the school	State University/College
55. PRC document/s	
• Certified True Copy from PRC	PRC
56. Medical Certificate/s	
g. For employment	
• DOH stamp per document	DOH
h. For other purposes	
• Certification issued by DOH with attached Medical Certificate	DOH
57. CAAP document/s	
• Certified by CAAP	CAAP
58. Driver's License	
• Certification	LTO (main branch only)
59. 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
60. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
• Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court)	Regional Trial Court which has jurisdiction over the notary public
61. Court document/s (Decision, Resolution, Order)	
• Certified True Copy from the court	Court where the case was filed
62. Immigration Record/s	
• Certified by BI	BI
63. DSWD Clearance	
• Original document issued by DSWD	DSWD
64. Police Clearance/Sundry	
• Original document issued by PNP	Police Station
65. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.)	
• Certified True Copy from the issuing office	SEC / DTI / BIR / SSS / BPLO
66. Barangay Clearance/Certificate	
• Mayor's certification/clearance	Mayor's Office
67. Export document/s	
• Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document	PCCI / DOH / DA / BFAD
68. Issuances by Philippine Embassy / Consulate to be used abroad	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>Filing of documents for Authentication / Apostille</b>				
Secure an appointment online				
1. Secure an appointment from <a href="mailto:nrccentral.so@dfa.gov.ph">nrccentral.so@dfa.gov.ph</a>	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.		2 Working Days and 6 Working Hours)	Authentication Backend Authentication



	7.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation.		20 Days* (for special cases needing further verification by issuing agency outside the DFA)	VAFIS Personnel
<b>Releasing of Authenticated documents</b>				
1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	15 minutes	
2. Present government issued ID at the appropriate releasing window.	2. Check original government issued ID of applicant/ representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/ Apostille document/s to the applicant/ representative.  3. Provide Client Feedback Form to the applicant/ representative	-	5 minutes	Authentication Releasing Personnel
<b>TOTAL:</b>	Regular: PHP100 per document  Expedite: PHP200 per document	Regular: 3 Days  Expedite: 1 Working Day		
<b>Releasing of Pending and Correction documents</b>				
1. Proceed to the Pending and Correction window for evaluation.	5. Interview applicant/ representative and review the document/s presented for correction or compliance 1.1 Advise applicant/ representative to wait at the Pending and Correction area.	-	10 minutes	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.	-	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.	-		
<b>TOTAL:</b>	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.

### 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.

<b>Office or Division:</b>	CONSULAR OFFICE NCR - WEST
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>	
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
<b>ADDITIONAL REQUIREMENTS</b>	
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);	



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



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

<b>Office or Division:</b>	CONSULAR OFFICE NCR - WEST
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> 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) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p>	
--	---	--	--



#### 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
11. 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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
Printed Application Form with E-Receipt		<a href="http://passport.gov.ph">passport.gov.ph</a>
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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
<b>Secure an appointment</b>				
1. Secure an appointment from <a href="mailto:ncrwest.so@dfa.gov.ph">ncrwest.so@dfa.gov.ph</a>	Agency to schedule the applicant	None	1 to 2 days	CO Administrative Officer
<b>On the day of appointment</b>				
11.1.1 Present the email appointment for verification and fill out the Health Declaration Form	1. Verify appointment and issue/collect HDF	None	5 minutes	Information and Public Assistance Officer
2. Fill-out and submit the passport application form in the front desk	2. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
4. Submit the required documents to Front Desk Personnel for initial assessment and verification	4. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
5. Wait for the issuance of queueing number in the front desk	5. Issue a queuing number for the qualified applicant. 5.1 Forward the filled-out passport application forms to the Verification Section	None	5 minutes	Information and Public Assistance Officer
6. Wait for the number to be called inside the processing area	6. Verify if the applicant is included in the Department's Look-Out-List (LOL) 6.1 Forward the passport application forms to the Processing Counter	None	15 minutes	Verifier
7. When the number is called, proceed to the Processing Counter and give the queueing number and necessary documents  7.1 If the applicant is included in the Department's Look-Out-	7. Receive the queuing number, conduct interviews and verify the authenticity of the documents  7.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>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>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>7.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<p>8. Pay the required fees at the Cashier</p>	<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</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	<p>5 minutes</p>	<p>Cashier</p>



		electronic passport		
9. Proceed to the Encoding Area  9.1 Check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.	9. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents  9.1 Save the data of the applicant  9.2 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>
10. Return on the tentative release date indicated on the official receipt and present the original official receipt  10.1 Receive the passport	10. Receive the official receipt then verify and locate the passport 10.1 Issue the passport to the applicants	None	10 minutes	<i>Releasing Personnel</i>
<b>Total</b>		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 – West**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- NCR West			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
4. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 4.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 4.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 4.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- NCR West			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- NCR West			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	<i>Administrative Officer</i>
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	<i>Communications Officer</i>
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	<i>Communications Officer</i>
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO NCR-WEST - 02 8536 9995; 0920 503 7256; ncrwest.so@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p>



# **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

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



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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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	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.1.7 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.8 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
B.1.9 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul>	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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.1.3. PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
C.1.4 First passport or travel document of the child  -Photocopy of the passport datapage/ travel document	Client



-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
C.1.5 Five (5) recent passport size photo the child	Client
C.1.6 Passport of parents (valid at the time of the birth of the child)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	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	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	
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>E.1 In case the party seeking registration the child born more than one (1) year old</b>	
E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
E.1.12 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
E.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment by emailing <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a> along with the requirements.	1. Verifies the requirements and sets the appointment.	None	1 to 2 days	CO Administrative Officer Civil Registration Desk
2. On the day of appointment, present the appointment email and fill out the Health Declaration Form	2. Verifies the appointment and issues/collects the HDF	None	5 minutes	CO Information Officer



3. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <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>	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	15 minutes	Cashier



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



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE ANGELES	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
A.2. Marriage Certificate	Notary Public	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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
B.2. Marriage Certificate	Notary Public	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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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





<ul style="list-style-type: none"> <li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li> <li>• Five (5) recent passport size photos of both parties</li> <li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li> </ul> <p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p>	<p>Foreign Service Post</p> <p>Client</p> <p>Philippine Statistics Authority</p> <p>Cashier</p>
*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	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"> <li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>• Koseki Tohon (latest Family Registry)</li> <li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b>	
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 <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a> along with the requirements.	1. Verifies the requirements and sets the appointment.	None	1 to 2 days	CO Administrative Officer Civil Registration Desk
2. Present the appointment email and fills out the Health Declaration Form.	2. Verifies the appointment and issues/collects the HDF.	None	5 minutes	Information Officer
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements  2.1 Complete requirements:  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 Philippines	10 minutes	Cashier



	e Embass y in <i>Tokyo</i>  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in			
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>	USD 25 or *USD 50/ * USD 75	36 minutes		



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE ANGELES
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure appointment by emailing <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a>	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:  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



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
<b>TOTAL</b>		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.

### 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 Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	<i>Verifiers</i>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	<i>Processors</i>
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	<i>Encoders</i>
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.	5. check receipt and locate passport  5.1 release the passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	<i>Releasing Officer</i>
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE ANGELES
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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.

<b>Office or Division:</b>	CONSULAR OFFICE- ANGELES	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a>	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer
3. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a 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</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</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>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>		12 days	
<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>
<b>Total</b>	<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) Angeles, Pampanga**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Angeles			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate		Employee's personal file		
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities		Administrative Officer Financial Analyst Property Officer Records Officer		
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate		Hospital or Clinic		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel a. Forward the Application for Leave Form to the Officer-In-Charge for approval b. If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval c. If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Angeles			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the request letter to the Administrative Officer	5. Receive the request letter 5.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	6. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
4. Sign the receiving copy of the certificate	7. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate of Travel Abroad

<b>Office or Division:</b>	Consular Office- Angeles			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the approved leave application form and booking ticket to the Administrative Officer	3. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	8. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
4. Sign receiving copy of the certificate	4. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO ANGELES-</b> (045) 304 0193 to 94; (045) 304 0195; <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a></p>
<b>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</b>	<p><b>Authentication Division:</b> 88344000 local 2106/2266;  <b>Passport Division:</b> 86519400;  <b>Courtesy Lane Section:</b> 86519417;  <b>Consular Records Division:</b> 88367744;  <b>Diplomatic and Official Passport Section:</b> 8651-9419; or  <b>Visa Division:</b> 88367763</p> <p><b>Presidential Complaints Center:</b> 8888</p> <p><b>CSC Contact Center ng Bayan:</b> 0908-881-6565 (SMS)</p> <p><b>Anti-Red Tape Authority:</b> 8478-5091/ 8478-5099</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

<b>Office or Division:</b>	CONSULAR OFFICE ANTIPOLO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
C.2.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"><li>-Photocopy of the passport datapage/ travel document</li></ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li></ul> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li></ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todeke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
<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>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) Notary Public
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Issuing Authority where the applicant was born
<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>	Issuing Authority where the applicant was born
<p>E.2.4 PSA Negative Certification of Birth Record ( CRS Form no. 1)</p>	Philippine Statistics Authority
<p>E.2.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	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"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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.</p>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>● Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>● Boshi Techo (Maternity Registry Book)</li><li>● Koseki Tohon (latest Family Registry)</li></ul>	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 <ul style="list-style-type: none"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an</li></ul>	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)	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 <a href="mailto:info.coantipolo@gmail.com">info.coantipolo@gmail.com</a> with attached scanned copies of requirements	1. To pre-evaluate application and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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>



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



## 2. Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE ANTIPOLO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
D.2.2. Marriage Certificate	Notary Public
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	Issuing Authority where the marriage took place
	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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>● Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>● Koseki Tohon (latest Family Registry)</li><li>● If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 <a href="mailto:info.coantipolo@gmail.com">info.coantipolo@gmail.com</a> with	1. To pre-evaluate application and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attached scanned copies of requirements				
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	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>	USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form  Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE ANTIPOLO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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
<b>TOTAL</b>		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.

### 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:	Local Civil Registry



Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	PSA			
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost			
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public			
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



## 5. Renewal of a Regular Passport

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



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Applicant sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
4. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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.

<b>Office or Division:</b>	CONSULAR OFFICE- ANTIPOLO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:info.coantipolo@gmail.com">info.coantipolo@gmail.com</a>	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<p>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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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) Antipolo City, Rizal**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Angeles			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Angeles			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Angeles			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO ANTIPOLO-</b> (02) 8242 4797; <a href="mailto:antipolo.co@dfa.gov.ph">antipolo.co@dfa.gov.ph</a></p>
<b>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</b>	<p><b>Authentication Division:</b> 88344000 local 2106/2266;  <b>Passport Division:</b> 86519400;  <b>Courtesy Lane Section:</b> 86519417;  <b>Consular Records Division:</b> 88367744;  <b>Diplomatic and Official Passport Section:</b> 8651-9419; or  <b>Visa Division:</b> 88367763</p> <p><b>Presidential Complaints Center:</b> 8888</p> <p><b>CSC Contact Center ng Bayan:</b> 0908-881-6565 (SMS)</p> <p><b>Anti-Red Tape Authority:</b> 8478-5091/ 8478-5099</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

<b>Office or Division:</b>	CONSULAR OFFICE BACOLOD
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
C.2.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
<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>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> <li>• Shussei Todeke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Notary Public Issuing Authority where the applicant was born
<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>	Issuing Authority where the applicant was born
<p>E.2.4 PSA Negative Certification of Birth Record ( CRS Form no. 1)</p>	Philippine Statistics Authority
<p>E.2.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	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"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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.</p>	Bureau of Immigration/ Foreign Service Post



E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  <i>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</i>  <i>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todeke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an</li> </ul>	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)	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 <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a> and email scanned copies of requirement.	1. To preevaluate requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



2. Submit the required documents to CRD Window for initial assessment and verification	<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>	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE BACOLOD	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
D.2.2. Marriage Certificate	Notary Public
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	Issuing Authority where the marriage took place
	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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>● Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>● Koseki Tohon (latest Family Registry)</li><li>● If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a>	1. To preevaluate requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



and email scanned copies of requirement.				
2. On the day of appointment, present 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>	USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



	y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in			
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE BACOLOD
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a> 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  2.1.2 Pay the appropriate consular fee/s  2.2 Incomplete requirements:	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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	<a href="http://passport.gov.ph">passport.gov.ph</a>
PSA Birth Certificate or Report of Birth (1 original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (1 original, 1 photocopy)	Social Security System (SSS), Government Service Insurance Ssystem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	<i>Verifiers</i>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	<i>Processors</i>
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	<i>Encoders</i>
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.	5. check receipt and locate passport 5.1 release the passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	<i>Releasing Officer</i>
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE BACOLOD
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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.

<b>Office or Division:</b>	CONSULAR OFFICE- BACOLOD	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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  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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a>	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 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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<p>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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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) Bacolod City, Negros Occidental**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO BACOLOD-</b> (034) 8441 2681; (034) 8441 2675; <a href="mailto:bacolod.rco@dfa.gov.ph">bacolod.rco@dfa.gov.ph</a></p>
<i>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<p><b>Authentication Division:</b> 88344000 local 2106/2266;  <b>Passport Division:</b> 86519400;  <b>Courtesy Lane Section:</b> 86519417;  <b>Consular Records Division:</b> 88367744;  <b>Diplomatic and Official Passport Section:</b> 8651-9419; or  <b>Visa Division:</b> 88367763</p> <p><b>Presidential Complaints Center:</b> 8888</p> <p><b>CSC Contact Center ng Bayan:</b> 0908-881-6565 (SMS)</p> <p><b>Anti-Red Tape Authority:</b> 8478-5091/ 8478-5099</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

<b>Office or Division:</b>	CONSULAR OFFICE BAGUIO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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)	Client
-Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
<b>B.2 Child born is more than one (1) year old</b>	
B.1.2. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
C.2.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<p>E.1.13 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration</p>	Any notary public/ Local Civil Registrar/ Foreign Service Post
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
<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>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<p>E.2.2 Original Documents of the following:</p> <ul style="list-style-type: none"> <li>• Shussei Todeke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Notary Public Issuing Authority where the applicant was born
<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>	Issuing Authority where the applicant was born
<p>E.2.4 PSA Negative Certification of Birth Record ( CRS Form no. 1)</p>	Philippine Statistics Authority
<p>E.2.5 First passport or travel document of the child</p> <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	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"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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.</p>	Bureau of Immigration/ Foreign Service Post



E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  <i>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</i>  <i>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an</li> </ul>	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)	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 via email along with attached scanned copies of requirements <a href="mailto:baguio.rco@dfa.gov.ph">baguio.rco@dfa.gov.ph</a>	1. To preevaluate attachments and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

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



1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE BAGUIO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



E.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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.  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	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>● Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li> <li>● Koseki Tohon ( latest Family Registry)</li> <li>● If spouse is non-Japanese Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> <li>● Birth Certificate of Filipino spouse from the PSA</li> <li>● Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li> <li>● Five (5) recent passport size photos of both parties</li> <li>● Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li> </ul>	Issuing Authority where the marriage took place
	Philippine Statistics Authority
	Foreign Service Post
	Client
	Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse who has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision For Widowed Foreign Spouse-submit Death Certificate of previous spouse	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from via email along with attached scanned	1. To preevaluate attachments and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



copies of requirements <a href="mailto:baguio.rco@dfa.gov.ph">baguio.rco@dfa.gov.ph</a>				
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippines	10 minutes	Cashier



	e Embass y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes  CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>	USD 25 or *USD 50/ * USD 75	31	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE BAGUIO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from via email along with attached scanned copies of requirements <a href="mailto:baguio.rco@dfa.gov.ph">baguio.rco@dfa.gov.ph</a>	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:  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>			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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:	Notary Public BI



Affidavit of Explanation and travel records (original)	
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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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 founding (present original, 1 photocopy)	PSA			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP	Application: 1 Hour and 15 minutes;	



	<p>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)</p>	<p>Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes</p>	
--	---	---	--



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

<b>Office or Division:</b>	CONSULAR OFFICE BAGUIO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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.

<b>Office or Division:</b>	CONSULAR OFFICE- BAGUIO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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 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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>CORE REQUIREMENTS</b>				
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment via email from <a href="mailto:baguio.rco@dfa.gov.ph">baguio.rco@dfa.gov.ph</a>	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 each designated window on a rotational basis daily.



<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>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p>	5 minutes	Cashier



		* For mutilated, lost valid or expired electronic passport		
7. Proceed to the Encoding Area  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>
<b>Total</b>		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) Baguio City, Benguet**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Baguio			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	4 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Baguio			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Baguio			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO BAGUIO - (074) 8422 1465; (074) 8442 2258; <a href="mailto:baguio.rco@dfa.gov.ph">baguio.rco@dfa.gov.ph</a></b></p>
<b>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</b>	<p><b>Authentication Division:</b> 88344000 local 2106/2266;  <b>Passport Division:</b> 86519400;  <b>Courtesy Lane Section:</b> 86519417;  <b>Consular Records Division:</b> 88367744;  <b>Diplomatic and Official Passport Section:</b> 8651-9419; or  <b>Visa Division:</b> 88367763</p> <p><b>Presidential Complaints Center:</b> 8888</p> <p><b>CSC Contact Center ng Bayan:</b> 0908-881-6565 (SMS)</p> <p><b>Anti-Red Tape Authority:</b> 8478-5091/ 8478-5099</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

<b>Office or Division:</b>	CONSULAR OFFICE BUTUAN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child  -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child)  -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client



C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todeke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoxe No Kissai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	
<b>E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>E.1 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  <i>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</i>  <i>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</i>	Cashier

#### **F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER**

<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todeke No Kissai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an</li> </ul>	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)	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 via email from <a href="mailto:butuan.rco@dfa.gov.ph">butuan.rco@dfa.gov.ph</a> 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
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	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>	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	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
<b>TOTAL</b> (to be paid in PHP)	USD 25 or *USD 50/ * USD 75	31 minutes		



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE BUTUAN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todox No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:butuan.rco@dfa.gov.ph">butuan.rco@dfa.gov.ph</a>	1. To preevaluate the requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



include as attachment a scanned copy of the requirements				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	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	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form  Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE BUTUAN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment via email from <a href="mailto:butuan.rco@dfa.gov.ph">butuan.rco@dfa.gov.ph</a> 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  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
<b>TOTAL</b>		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.

### 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 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:	Local Civil Registry



<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE BUTUAN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within	



	<p>partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</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.

<b>Office or Division:</b>	CONSULAR OFFICE- BUTUAN	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
Who May Avail	List of Requirements	Where to Get
5. 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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
	<b>CORE REQUIREMENTS</b>	
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>	
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	
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment via email from <a href="mailto:butuan.rco@dfa.gov.ph">butuan.rco@dfa.gov.ph</a>	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 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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<p>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</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>



		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>
<b>Total</b>	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) Butuan City, Agusan Del Norte**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Butuan			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Butuan			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Butuan			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO BUTUAN - (085) 8815 5571; (085) 8815 0115; <a href="mailto:butuan.rco@dfa.gov.ph">butuan.rco@dfa.gov.ph</a></b></p>
<b>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</b>	<p><b>Authentication Division:</b> 88344000 local 2106/2266;  <b>Passport Division:</b> 86519400;  <b>Courtesy Lane Section:</b> 86519417;  <b>Consular Records Division:</b> 88367744;  <b>Diplomatic and Official Passport Section:</b> 8651-9419; or  <b>Visa Division:</b> 88367763</p> <p><b>Presidential Complaints Center:</b> 8888</p> <p><b>CSC Contact Center ng Bayan:</b> 0908-881-6565 (SMS)</p> <p><b>Anti-Red Tape Authority:</b> 8478-5091/ 8478-5099</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  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child  -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child)  -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client



C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoxe No Kissai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	
<b>E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>E.1 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  <i>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</i>  <i>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</i>	Cashier

#### **F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER**

<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todeke No Kissai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an</li> </ul>	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)	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 <a href="mailto:rco.cdo@gmail.com">rco.cdo@gmail.com</a> attaching a scanned copy of the requirements	1. To preevaluate 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



<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>



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



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE CAGAYAN DE ORO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"> <li>● Konin Todoxe No Kisai Jiko Shomeisho( Marriage Notification Report)</li> <li>● Koseki Tohon ( latest Family Registry)</li> <li>● If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> <li>● Birth Certificate of Filipino spouse from the PSA</li> <li>● Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li> <li>● Five (5) recent passport size photos of both parties</li> <li>● Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li> </ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority Foreign Service Post Client Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:rco.cdo@gmail.com">rco.cdo@gmail.com</a> attaching a scanned	1. To preevaluate the application and set an appointment	None	1 to 2 days	CO Administrative Officer



copy of the requirements				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/* USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE CAGAYAN DE ORO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:rco.cdo@gmail.com">rco.cdo@gmail.com</a> attaching a scanned copy of the requirements	1. To preevaluate 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  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
<b>TOTAL</b>		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.

### 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.

<b>Office or Division:</b>	CONSULAR OFFICE CAGAYAN DE ORO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>	
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
<b>ADDITIONAL REQUIREMENTS</b> *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE CAGAYAN DE ORO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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.

<b>Office or Division:</b>	CONSULAR OFFICE- CAGAYAN DE ORO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
Who May Avail	List of Requirements	Where to Get
6. 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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
	<b>CORE REQUIREMENTS</b>	
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>	
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	
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:rco.cdo@gmail.com">rco.cdo@gmail.com</a>	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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p><i>Cashier</i></p>



		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>
<b>Total</b>	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) Cagayan De Oro City, Misamis Oriental**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Cagayan de Oro			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel a. Forward the Application for Leave Form to the Officer-In-Charge for approval b. If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval c. If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	2 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Cagayan de Oro			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Cagayan de Oro			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO CAGAYAN DE ORO - (088) 8857 6565; (088) 8857 2175; cdo.rco@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB) ,</i> <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE CALASIAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	Client
-Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
<b>B.2 Child born is more than one (1) year old</b>	
B.1.2. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
C.2.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"><li>-Photocopy of the passport datapage/ travel document</li></ul> -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li></ul> - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li></ul> -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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
E.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an</li> </ul>	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)	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 calasiao.rco@dfa.gov.ph attaching a scanned copy of the requirements	1. To pre-evaluate the application and set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



<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>



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



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE CALASIAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier

**REMINDERS:**

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from calasiao.rco@dfa.gov.ph attaching a scanned	1. To preevaluate the application and set an appointment	None	1 to 2 days	CO Administrative Officer



copy of the requirements				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	3	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE CALASIAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:calasiao.rco@dfa.gov.ph">calasiao.rco@dfa.gov.ph</a> attaching a scanned copy of the requirements	1. To preevaluate 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  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.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	<i>Verifiers</i>
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time	<i>Processors</i>
4. Proceed to Passport Enrollment Center (PEC) and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	<i>Encoders</i>
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.	5. check receipt and locate passport  5.1 release the passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	<i>Releasing Officer</i>
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE CALASIAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- CALASIAO	
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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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 <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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 <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 issue/collect the HDF	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<p>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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Calasiao			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
3. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel a. Forward the Application for Leave Form to the Officer-In-Charge for approval b. If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval c. If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Calasiao			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the request letter to the Administrative Officer	4. Receive the request letter a. Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	5. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
4. Sign the receiving copy of the certificate	6. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Calasiao			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Submit the approved leave application form and booking ticket to the Administrative Officer	7. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	8. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
4. Sign receiving copy of the certificate	9. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO CALASIAO - (075) 8632 7705; (075) 8632 7892; <a href="mailto:calasiao.rco@dfa.gov.ph">calasiao.rco@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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.

<b>Office/Division:</b>	CONSULAR OFFICE CEBU
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>Applicant</b>	
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
<b>Representative</b>	
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
<b>Other requirements (depending on the document for Authentication)</b>	
1. NBI Clearance/Sundry	
<ul style="list-style-type: none"> <li>• Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i></li> </ul>	NBI
2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records	
<ul style="list-style-type: none"> <li>• Original document issued by PSA/NSO</li> </ul>	PSA
<ul style="list-style-type: none"> <li>• 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></li> </ul>	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"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from DepEd Regional Office</li> </ul>	Elementary/High School 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"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from TESDA</li> </ul>	Technical/Vocational School TESDA Office which has jurisdiction over the school
c. Private/Local Colleges and Universities (TOR and/or Diploma)	
<ul style="list-style-type: none"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from CHED</li> </ul>	Private/Local College/University 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 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
<b>Filing of documents for Authentication / Apostille</b>				
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.  5.1 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)	
<b>Releasing of Authenticated documents</b>				
1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	15 minutes	
2. Present government issued ID at the appropriate releasing window.	2. Check original government issued ID of applicant/representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/Apostille document/s to the applicant/representative.  3. Provide Client Feedback Form to the applicant/representative	-	5 minutes	<i>Authentication Releasing Personnel</i>
<b>TOTAL:</b>	Regular: PHP100 per document  Expedite: PHP200 per document	Regular: 3 Days  Expedite: 1 Working Day		
<b>Releasing of Pending and Correction documents</b>				
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. 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.		-		
<b>TOTAL:</b>		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

<b>Office or Division:</b>	CONSULAR OFFICE CEBU
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	Client
-Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
<b>B.2 Child born is more than one (1) year old</b>	
B.1.2. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
C.2.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"><li>-Photocopy of the passport datapage/ travel document</li></ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li></ul> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li></ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
E.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<i>Item 20 should be notarized by any notary public</i>	Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an</li> </ul>	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)	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 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	<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>	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE CEBU	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
D.2.2. Marriage Certificate	Notary Public
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	Issuing Authority where the marriage took place
	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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"> <li>Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>Koseki Tohon (latest Family Registry)</li> <li>If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>	
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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



copy of the requirements				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassies	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/* USD 75	31 minutes	



#### 4. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE CEBU
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from 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.	<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
<b>TOTAL</b>		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.

### 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.

<b>Office or Division:</b>	CONSULAR OFFICE CEBU
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>	
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
<b>ADDITIONAL REQUIREMENTS</b> *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



## 6. Passport Services – Regular Passport Services – Renewal of a Regular Passport

<b>Office or Division:</b>	CONSULAR OFFICE CEBU
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila);</p> <p>Releasing: 30 minutes</p>	
--	---	---	--



## 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.

<b>Office or Division:</b>	CONSULAR OFFICE- CEBU	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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 <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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 <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>		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) Mandaue City, Cebu**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Cebu			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Cebu			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter a. Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Cebu			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Approved Application for Leave Form		Employee's Personal File or Records Officer		
Booking Ticket		Employee's Personal File		
Certificate of Clearance from Accountabilities		Administrative Officer Financial Analyst Property Officer Records Officer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO CEBU - (032) 8520 6551; (032) 8520 6550; cebu.rco@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE CLARIN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child  -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child)  -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client



C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todeke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoxe No Kissai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	
<b>E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>E.1 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoxe No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier

#### **F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER**

<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todeke No Kissai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an</li> </ul>	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)	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 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>	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  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE CLARIN	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
D.2.2. Marriage Certificate	Notary Public
D.2.3. Birth Certificate of both parties D.2.3.1. For Filipino nationals authenticated Birth Certificate issued by the PSA	Issuing Authority where the marriage took place
	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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"> <li>Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>Koseki Tohon (latest Family Registry)</li> <li>If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>	
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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



copy of the requirements				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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>	USD25 (To be paid in Philippine Peso) *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



	y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in			
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/* USD 75	3	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE CLARIN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements  2.1 Complete requirements:  2.1.1. Issue Civil Registry Request Form  2.1.2 Pay the appropriate consular fee/s  2.2 Incomplete requirements:	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	<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
<b>TOTAL</b>		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.

### 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.

<b>Office or Division:</b>	CONSULAR OFFICE CLARIN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>	
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
<b>ADDITIONAL REQUIREMENTS</b>	
*on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE CLARIN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila);</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
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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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 <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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 <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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
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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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) Clarin, Misamis Occidental**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Clarin			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
4. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
5. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel a. Forward the Application for Leave Form to the Officer-In-Charge for approval b. If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval c. If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Clarin			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the request letter to the Administrative Officer	4. Receive the request letter a. Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	5. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
4. Sign the receiving copy of the certificate	6. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Clarin			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO CLARIN - (088) 8530 5312; clarin.co@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE COTABATO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens born abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>		
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born	
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate	
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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	Client



child. If the child is 18 years old and above 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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



<ul style="list-style-type: none"> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
B.1.8 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
B.1.9 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul>	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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
C.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<i>Item 20 should be notarized by any notary public</i>	
C.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child  -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child)  -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client



C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
C.2.8. PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9. Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child -Photocopy of the passport datapage/ travel document  -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
D.1.7 Passport of parents (current/ valid passports) -Photocopy of passport datapage -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit	Client



certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above 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>D.2 In case the party seeking registration the child born more than one (1) year old</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>		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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>		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

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> -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)	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 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



<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>



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



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE COTABATO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
A.2. Marriage Certificate	Notary Public	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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
B.2. Marriage Certificate	Notary Public	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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li> </ul>	Issuing Authority where the marriage took place
<ul style="list-style-type: none"> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	
<ul style="list-style-type: none"> <li>• If spouse is non-Japanese Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>	
<ul style="list-style-type: none"> <li>• Birth Certificate of Filipino spouse from the PSA</li> </ul>	Philippine Statistics Authority
<ul style="list-style-type: none"> <li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li> </ul>	Foreign Service Post
<ul style="list-style-type: none"> <li>• Five (5) recent passport size photos of both parties</li> </ul>	Client
<ul style="list-style-type: none"> <li>• Negative Certification of Marriage Record from the PSA</li> </ul>	Philippine Statistics Authority



<p>* Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>				
<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p>		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 Osaka</p>				
<p><b>F.2 Party being registered married more than one (1) year</b></p>				
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p>		Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )		
<p><i>Item 20 should be notarized by any notary public</i></p>		Notary Public		
<p>F.1.2. Advisory on Marriages from PSA</p>		Philippine Statistics Authority		
<p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> <li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>• Koseki Tohon (latest Family Registry)</li> <li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>		Issuing Authority where the marriage took place		
<p>F.1.4 Birth Certificate of Filipino spouse from the PSA</p>		Philippine Statistics Authority		
<p>F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</p>		Foreign Service Post		
<p>F.1.6 Five (5) recent passport size photos of both parties</p>		Client		
<p>F.1.7 Negative Certification of Marriage Record from the PSA</p>		Philippine Statistics Authority		
<p>F.1.8 Notarized Affidavit of Delayed Registration</p>		Any notary public		
<p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons</p>		Any notary public		
<p>*Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>				
<p>F.1.10 Consular Fee: USD25 (To be paid in Philippine Peso)</p>		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 Osaka</p>				
<p><b>REMINDERS:</b></p> <p>For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation;</p> <p>For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;</p> <p>For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse</p> <p>For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision</p> <p>For Widowed Foreign Spouse-submit Death Certificate of previous spouse</p>				

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



1. Secure an appointment from rcocotabato@yahoo.com attaching a scanned copy of the requirements	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

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



		the Philippin e Embass y in <i>Tokyo</i>  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE COTABATO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:rcocotabato@yahoo.com">rcocotabato@yahoo.com</a> attaching a scanned copy of the requirements	1. To pre-evaluate and set an appointment	None	1 to 2 days	CO Administrative Officer <i>Civil Registry Desk</i>
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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
<b>TOTAL</b>		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.

### 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 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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);	



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



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

<b>Office or Division:</b>	CONSULAR OFFICE COTABATO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within	



	<p>partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Metro Manila); 7 working days or 12 working days (COs outside Metro Manila); 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.

<b>Office or Division:</b>	CONSULAR OFFICE- COTABATO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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  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
<b>CORE REQUIREMENTS</b>	
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
<b>ADDITIONAL REQUIREMENTS</b>	
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 rcocotabato@yahoo.com	1. To set an appointment	None	2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<p>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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>		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) Cotabato City, Maguindanao**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Cotabato			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
6. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
7. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel a. Forward the Application for Leave Form to the Officer-In-Charge for approval b. If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval c. If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	4 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Cotabato			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the request letter to the Administrative Officer	4. Receive the request letter a. Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	5. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
6. Sign the receiving copy of the certificate	6. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Cotabato			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the approved leave application form and booking ticket to the Administrative Officer	7. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	8. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
4. Sign receiving copy of the certificate	9. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO COTABATO - (064) 8421 3495; <a href="mailto:cotabato.rco@dfa.gov.ph">cotabato.rco@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE DASMARIÑAS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	Client
-Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client
B.1.9. Five (5) recent passport size photos of the child	
B.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	
B.1.11 Consular Fee: USD25.00 to be paid in Philippine peso at the cashier	Cashier
<b>B.2 Child born is more than one (1) year old</b>	
B.1.2. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	To submit PSA birth certificate of Filipino mother
C.2.3. PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
C.2.4 First passport or travel document of the child  -Photocopy of the passport datapage/ travel document -In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.5. Five (5) recent passport size photos of the child	Client
C.2.6. Passport of parents (valid at the time of the birth of the child)  -Photocopy of passport datapage - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport	Client
C.2.7. Passport of parents (current/ valid passports) -Photocopy of passport datapage	Client



C.2.8.PSA Birth certificate of the mother	Philippine Statistics Authority
C.2.9.Notarized Affidavit of Illegitimacy executed by the mother	Any notary public
C.2.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
C.2.11 Consular Fee: USD 25.00 to be paid in Philippine peso	Cashier
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.1.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>E.1 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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



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



E.2.8 Five (5) recent passport size photo the child	Client
E.2.9 PSA Birth certificate of Filipino parent	Philippine Statistics Authority
E.2.10 Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</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

F.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<i>Item 20 should be notarized by any notary public</i>	Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> <p>-In case of unavailability, execute an</p>	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)	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 <a href="mailto:dfa.co.dasmarias@gmail.com">dfa.co.dasmarias@gmail.com</a> attaching a scanned copy of the requirements	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



2. Submit the required documents to CRD Window for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier



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



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE DASMARIÑAS	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"> <li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>• Koseki Tohon (latest Family Registry)</li> <li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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.dasmarias@gmai.com attaching a	1.To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



scanned copy of the requirements				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE DASMARIÑAS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements  2.1 Complete requirements: 2.1.1. Issue Civil Registry Request Form  2.1.2 Pay the appropriate consular fee/s  2.2 Incomplete requirements:	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
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
<b>TOTAL</b>		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.

### 1. 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 DASMARIÑAS
Classification:	Highly Technical
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CORE REQUIREMENTS	
Printed Application Form with E-Receipt	passport.gov.ph
PSA Birth Certificate or Report of Birth (1 original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (1 original, 1 photocopy)	Social Security System (SSS), Government Service Insurance 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:	Local Civil Registry



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



1. Applicant sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  Php 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE DASMARIÑAS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents  2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information  4.1 scan pertinent documents  4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport  5.1 release the passport  5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within	



	<p>partner Bayad Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);</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.

<b>Office or Division:</b>	CONSULAR OFFICE- DASMARINAS	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)  A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	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
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 dfa.co.dasmarias@gmail.com.	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a 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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>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>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</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>



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>
<b>Total</b>	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**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>CORE REQUIREMENTS</b>	
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file
<b>ADDITIONAL REQUIREMENTS</b>	
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office
<b>Classification:</b>	Complex (Multi-Stage)
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>	
Request Letter	Employee

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

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

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



## FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO DASMARINAS - (046) 8424 1066; dasmarinas.co@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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.

<b>Office/Division:</b>	CONSULAR OFFICE DAVAO	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Applicant</b>		
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
<b>Representative</b>		
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
<b>Other requirements (depending on the document for Authentication)</b>		
1. NBI Clearance/Sundry		
<ul style="list-style-type: none"> <li>• Original document issued by the NBI with dry seal <i>Note: Personal copy is not valid.</i></li> </ul>	NBI	
2. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records		
<ul style="list-style-type: none"> <li>• Original document issued by PSA/NSO</li> </ul>	PSA	
<ul style="list-style-type: none"> <li>• 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></li> </ul>		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"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from DepEd Regional Office</li> </ul>	Elementary/High School	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"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from TESDA</li> </ul>	Technical/Vocational School	TESDA Office which has jurisdiction over the school
c. Private/Local Colleges and Universities (TOR and/or Diploma)		
<ul style="list-style-type: none"> <li>• Certified True Copy from the school</li> <li>• Certification, Authentication and Verification (CAV) from CHED</li> </ul>	Private/Local College/University	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 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

<b>Filing of documents for Authentication / Apostille</b>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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.  5.1 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)	
<b>Releasing of Authenticated documents</b>				
1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	15 minutes	
2. Present government issued ID at the appropriate releasing window.	2. Check original government issued ID of applicant/representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/Apostille document/s to the applicant/representative.	-	5 minutes	<i>Authentication Releasing Personnel</i>
3. Check accuracy and completeness of authenticated document/s received.	3. Provide Client Feedback Form to the applicant/representative	-		
<b>TOTAL:</b>	Regular: PHP100 per document  Expedite: PHP200 per document	Regular: 3 Days  Expedite: 1 Working Day		
<b>Releasing of Pending and Correction documents</b>				
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. 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.		-		
<b>TOTAL:</b>		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

<b>Office or Division:</b>	CONSULAR OFFICE DAVAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an</li> </ul>	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)	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 <a href="mailto:davao.rco@dfa.gov.ph">davao.rco@dfa.gov.ph</a> 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>



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



### 3. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE DAVAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:davao.rco@dfa.gov.ph">davao.rco@dfa.gov.ph</a> attaching a scanned	1. To pre-evaluate the attached requirements and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



copy of the requirements				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of 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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



#### 4. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE DAVAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:davao.rco@dfa.gov.ph">davao.rco@dfa.gov.ph</a> 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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



## 6. Passport Services – Regular Passport Services – Renewal of a Regular Passport

<b>Office or Division:</b>	CONSULAR OFFICE DAVAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes</p>	
--	---	--	--



## 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
2. Senior citizens  A senior citizen may be accompanied by one (1) adult companion, provided that they are:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  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)
1.2. 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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
	Printed Application Form with E-Receipt  Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:davao.rco@dfa.gov.ph">davao.rco@dfa.gov.ph</a>	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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>		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) Davao City, Davao del Sur**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.  Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.  The answer of the office is then relayed to the citizen.  For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.
<b>How to file a complaint?</b>	For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana. Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> , <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> . Kindly provide the following information: <ul style="list-style-type: none"><li>- Name of person being complained of</li><li>- Incident</li><li>- Evidence</li></ul>
<b>How complaints are processed?</b>	Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation. The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> ; <b>CO DAVAO - (082) 8285 4885; davao.rco@dfa.gov.ph</b>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i>  Presidential Complaints Center: 8888  <i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i>  <i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i>



# **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  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> -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)	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 <a href="mailto:rcodumaguete@gmail.com">rcodumaguete@gmail.com</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE DUMAGUETE	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
A.2. Marriage Certificate	Notary Public	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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
B.2. Marriage Certificate	Notary Public	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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:rcodumaguete@gmail.com">rcodumaguete@gmail.com</a> attaching to the	1.To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



email a copy of the scanned documents				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1.Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE DUMAGUETE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:rcodumaguete@gmail.com">rcodumaguete@gmail.com</a> 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	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE DUMAGUETE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- DAVAO	
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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)  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  City/Municipal Office of the Senior Citizen Affairs (OSCA)  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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  PWD ID (present original and 1 photocopy)  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  Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)  passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:rcodumaguete@gmail.com">rcodumaguete@gmail.com</a>	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	5 minutes	Cashier



		electronic passport		
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>
<b>Total</b>		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**

**Internal Services**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO DUMAGUETE - (035) 8532 0024; 8532 0019; <a href="mailto:dumaguete.rco@dfa.gov.ph">dumaguete.rco@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE GENERAL SANTOS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> -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)	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 <a href="mailto:gensan.rco@dfa.gov.ph">gensan.rco@dfa.gov.ph</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE GENERAL SANTOS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:gensan.rco@dfa.gov.ph">gensan.rco@dfa.gov.ph</a> attaching to the email a	1. To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



copy of the scanned documents				
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1.Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form  Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE GENERAL SANTOS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:gensan.rco@dfa.gov.ph">gensan.rco@dfa.gov.ph</a> 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	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 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:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE GENERAL SANTOS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- GENERAL SANTOS	
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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
1.2. 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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
	Printed Application Form with E-Receipt  Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
Printed Application Form with E-Receipt		<a href="http://passport.gov.ph">passport.gov.ph</a>
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:gensan.rco@dfa.gov.ph">gensan.rco@dfa.gov.ph</a>	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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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) General Santos City, South Cotabato**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- Bacolod			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.  Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.  The answer of the office is then relayed to the citizen.  For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.
<b>How to file a complaint?</b>	For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana. Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> , <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> . Kindly provide the following information: <ul style="list-style-type: none"><li>- Name of person being complained of</li><li>- Incident</li><li>- Evidence</li></ul>
<b>How complaints are processed?</b>	Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation. The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> ; <b>CO GENERAL SANTOS - (083) 8553 8380; 8826 9089; gensan.rco@dfa.gov.ph</b>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i>  Presidential Complaints Center: 8888  CSC Contact Center ng Bayan: 0908-881-6565 (SMS)  Anti-Red Tape Authority: 8478-5091/ 8478-5099



# **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

<b>Office or Division:</b>	CONSULAR OFFICE ILOCOS NORTE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>	Cashier
<b>F. CHILD BORN IN JAPAN AND UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>F.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> -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)	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 <a href="mailto:sannicolas.co@dfa.gov.ph">sannicolas.co@dfa.gov.ph</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE ILOCOS NORTE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	





F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:sannicolas.co@dfa.gov.ph">sannicolas.co@dfa.gov.ph</a> attaching to the email	1.To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



a copy of the scanned documents				
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1. Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form  Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE ILOCOS NORTE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:sannicolas.co@dfa.gov.ph">sannicolas.co@dfa.gov.ph</a> 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	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



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



1. Applicant sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE ILOCOS NORTE
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- ILOCOS NORTE	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who May Avail	List of Requirements	Where to Get
5. Senior citizens  A senior citizen may be accompanied by one (1) adult companion, provided that they are:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  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)
1.2. 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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
	Printed Application Form with E-Receipt  Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:sannicolas.co@dfa.gov.ph">sannicolas.co@dfa.gov.ph</a> .	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	5 minutes	Cashier



		electronic passport		
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>
<b>Total</b>	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**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office- San Nicolas			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office-San Nicolas			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office- San Nicolas			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO ILOCOS NORTE - (077) 8770 5541; <a href="mailto:sannicolas.co@dfa.gov.ph">sannicolas.co@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE ILOILO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post

E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)

\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	Client



<ul style="list-style-type: none"> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>		
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 Iloilo.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1.To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

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



1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE ILOILO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>		Cashier
<b>F.2 Party being registered married more than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"> <li>Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>Koseki Tohon (latest Family Registry)</li> <li>If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>		
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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka		Cashier
<b>REMINDERS:</b> 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	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE ILOILO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:iloilo.rco@dfa.gov.ph">iloilo.rco@dfa.gov.ph</a> 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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE ILOILO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- 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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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.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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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) Iloilo City, Iloilo**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
4. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 4.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 4.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 4.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the request letter to the Administrative Officer	4. Receive the request letter a. Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	5. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
6. Sign the receiving copy of the certificate	7. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the approved leave application form and booking ticket to the Administrative Officer	4. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	5. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
4. Sign receiving copy of the certificate	6. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO ILOILO</b> - (033) 8336 1737; (033) 8337 8017; (033) 8335 0221; <a href="mailto:iloilo.roo@dfa.gov.ph">iloilo.roo@dfa.gov.ph</a></p>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<p><i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i></p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p>



# **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	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</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)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo		
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka		

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

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



1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE LA UNION
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>		Cashier
<b>F.2 Party being registered married more than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"> <li>Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>Koseki Tohon (latest Family Registry)</li> <li>If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>		
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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka		Cashier
<b>REMINDERS:</b> For Annulled or Legally Separated Filipino Spouse-submit copy of DFA Authenticated Marriage Contract issued by PSA with proper annotation; For Divorced Filipino Spouse whos has no marriage in PSA-submit copy of Divorced Decree/ Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines; For Widowed Filipino spouse-submit Death Certificate issued by PSA or Foreign death certificate of previous spouse For Divorced ,Annulled or Legally Separated Foreign Spouse-submit copy of foreign decree/ decision For Widowed Foreign Spouse-submit Death Certificate of previous spouse		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from launion.rco@dfa.gov.ph	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1.Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE LA UNION
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from 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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE LA UNION
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- LA UNION	
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 certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
Printed Application Form with E-Receipt		<a href="http://passport.gov.ph">passport.gov.ph</a>
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from launion.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a 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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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 Fernando City, La Union**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO LA UNION - (072) 8607 6510; (072) 8607 6491; launion.rco@dfa.gov.ph</b></p>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<p><i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i></p> <p><b>Presidential Complaints Center: 8888</b></p> <p><b>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</b></p> <p><b>Anti-Red Tape Authority: 8478-5091/ 8478-5099</b></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

<b>Office or Division:</b>	CONSULAR OFFICE LEGAZPI
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post

E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)

\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</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)	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 <a href="mailto:legazpi.rco@dfa.gov.ph">legazpi.rco@dfa.gov.ph</a> 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	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE LEGAZPI	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
A.2. Marriage Certificate	Notary Public	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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
B.2. Marriage Certificate	Notary Public	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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



<p>F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>		Cashier
<b>F.2 Party being registered married more than one (1) year</b>		
<p>F.2.1 Five (5) original copies of duly-accomplished forms of Report of Marriage</p> <p><i>Item 20 should be notarized by any notary public</i></p>		Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
<p>F.1.2. Advisory on Marriages from PSA</p> <p>F.1.3. Original documents of the following:</p> <ul style="list-style-type: none"> <li>Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li> <li>Koseki Tohon (latest Family Registry)</li> <li>If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li> </ul>		Philippine Statistics Authority  Issuing Authority where the marriage took place
<p>F.1.4 Birth Certificate of Filipino spouse from the PSA</p> <p>F.1.5 Marriage License/ Certificate of Legal Capacity to Contract Marriage (if available)</p> <p>F.1.6 Five (5) recent passport size photos of both parties</p> <p>F.1.7 Negative Certification of Marriage Record from the PSA</p> <p>F.1.8 Notarized Affidavit of Delayed Registration</p> <p>F.1.9 Notarized Affidavit of Two (2) Disinterested persons  *Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</p>		Philippine Statistics Authority Foreign Service Post Client Philippine Statistics Authority Any notary public 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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka</p>		Cashier
<b>REMINDERS:</b> 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 <a href="mailto:legazpi.rco@dfa.gov.ph">legazpi.rco@dfa.gov.ph</a>	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1.Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form  Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE LEGAZPI
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:legazpi.rco@dfa.gov.ph">legazpi.rco@dfa.gov.ph</a> 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 <i>Civil Registry Desk</i>
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements  2.1 Complete requirements:  2.1.1. Issue Civil Registry Request Form  2.1.2 Pay the appropriate consular fee/s  2.2 Incomplete requirements:	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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE LEGAZPI
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- 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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or  1.2. A travelling companion	<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>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>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>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> <p>passport.gov.ph</p> <p>Airline/Hotel</p>
2. Persons with disabilities (PWDs)  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	<p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</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>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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) Legazpi City, Albay**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.  Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.  The answer of the office is then relayed to the citizen.  For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.
<b>How to file a complaint?</b>	For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana. Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> , <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> . Kindly provide the following information: <ul style="list-style-type: none"><li>- Name of person being complained of</li><li>- Incident</li><li>- Evidence</li></ul>
<b>How complaints are processed?</b>	Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation. The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> ; <b>CO LEGAZPI - (052) 8480 3000; <a href="mailto:legazpi.rco@dfa.gov.ph">legazpi.rco@dfa.gov.ph</a></b>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i>  Presidential Complaints Center: 8888  CSC Contact Center ng Bayan: 0908-881-6565 (SMS)  Anti-Red Tape Authority: 8478-5091/ 8478-5099



# **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

<b>Office or Division:</b>	CONSULAR OFFICE LIPA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</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)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo		
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka		

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

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



1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Service Registration – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE LIPA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>D. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>E. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE LIPA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:lipa.rco@dfa.gov.ph">lipa.rco@dfa.gov.ph</a> 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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE LIPA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- LIPA	
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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from lipa.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a 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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO LIPA - (043) 8722 0578; lipa.rco@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE LUCENA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post

E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)

\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	Client



<ul style="list-style-type: none"> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>		
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 lucena.rco@dfa.gov.ph attaching to the email a copy of the scanned documents	1.To pre-evaluate the attached documents and set an appointment	None	1 to 2 days	CO Administrative Officer Civil Registry Desk
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

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



1. Submit the notarized duly-accomplished Report of Birth Form	1. Receive the Report of Birth Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window for initial assessment and verification	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Service Registration – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE LUCENA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1.Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE LUCENA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Death Form	1. Receive the Report of Death Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	2. Receive and check the completeness of the listed requirements  2.1 Complete requirements:  2.1.1. Issue Civil Registry Request Form  2.1.2 Pay the appropriate consular fee/s  2.2 Incomplete requirements:	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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE LUCENA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- LUCENA	
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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or  1.2. A travelling companion	<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>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>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>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> <p>passport.gov.ph</p> <p>Airline/Hotel</p>
2. Persons with disabilities (PWDs)  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	<p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</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>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
Printed Application Form with E-Receipt		<a href="http://passport.gov.ph">passport.gov.ph</a>
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<i>For lost valid passport:</i> Affidavit of Lost Police Report PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For lost expired passport:</i> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<i>For applicants with travel document:</i> Affidavit of Explanation Original Travel Document (original)	FSP
<i>For applicants with lost travel document:</i> Affidavit of Explanation and travel records (original)	Notary Public BI
<i>For minor applicants:</i> Some additional requirements stated above may be required depending on the case of the applicant	Notary Public Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies Relevant court
*Some additional requirements stated above may be required to some applicants depending on their case.	Notary Public Relevant Police Station Philippine Statistics Authority SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID Other government agencies



Relevant court

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from lucena.rco@dfa.gov.ph	1. To set an appointment	None	1 to 2 days	CO Administrative Officer
2. On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out and submit the passport application form in the front desk	1. Receive the passport application form	None	3 minutes	Information and Public Assistance Officer
2. Submit the required documents to Front Desk Personnel for initial assessment and verification	2. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	Information and Public Assistance Officer
3. Wait for the issuance of queueing number in the front desk	3. Issue a 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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO LUCENA - (042) 8710 4526; lucena.rco@dfa.gov.ph</b></p>
<b>Contact Information of OCA Divisions/Sections,</b>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<i>Authentication Division: 88344000 local 2106/2266;</i> <i>Passport Division: 86519400;</i> <i>Courtesy Lane Section: 86519417;</i> <i>Consular Records Division: 88367744;</i> <i>Diplomatic and Official Passport Section: 8651-9419; or</i> <i>Visa Division: 88367763</i>  <i>Presidential Complaints Center: 8888</i>  <i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i>  <i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i>



# **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

<b>Office or Division:</b>	CONSULAR OFFICE MALOLOS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</p>		
F.1.6	<p>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
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 <a href="mailto:malolos.gc@gmail.com">malolos.gc@gmail.com</a> 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	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE MALOLOS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:malolos.gc@gmail.com">malolos.gc@gmail.com</a>	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1.Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE MALOLOS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:malolos.gc@gmail.com">malolos.gc@gmail.com</a> 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 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.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE MALOLOS
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- MALOLOS	
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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
1.2. 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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
	Printed Application Form with E-Receipt  Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:malolos.gc@gmail.com">malolos.gc@gmail.com</a>	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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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) Malolos City, Bulacan**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
6. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 6.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 6.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 6.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the request letter to the Administrative Officer	4. Receive the request letter a. Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	5. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
6. Sign the receiving copy of the certificate	7. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Submit the approved leave application form and booking ticket to the Administrative Officer	7. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	8. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
6. Sign receiving copy of the certificate	9. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO MALOLOS - (044) 8816 7230; <a href="mailto:malolos.co@dfa.gov.ph">malolos.co@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> For applicants born under the consular jurisdiction of the Philippine Consulate General in Los Angeles-	The Ministry of Foreign Affairs of the country of birth must apostille/ 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 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
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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 apostille/ authenticate the birth certificate
<b>Note:</b> 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 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
A.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
A.2.7. Passport of parents (current/ valid passports) -Photocopy of passport data page	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 reacquisition 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 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 apostille/ authenticate the birth certificate
<b>Note:</b> 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 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.1.5. 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)	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	
B.1.8. Passport of parents (current/ valid passports) -Photocopy of passport data page	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 reacquisition 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	CO Cashier
<b>B.2 Child born is more than one (1) year old</b>	
B.1.2. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United 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
<b>Note:</b> 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 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)	Any notary public/ Local Civil Registrar/ Foreign Service Post



<ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 apostille/ authenticate the birth certificate
<b>Note:</b> 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)	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	
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
<b>C.2. Child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
C.2.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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 apostille/ authenticate the birth certificate
<b>Note:</b> 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.211 Consular Fee: USD 25.00 to be paid in Philippine peso	CO Cashier
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport data page/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport data page</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	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



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport data page/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport data page</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport data page/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport data page</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	CO 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport data page/ travel document</li> </ul>	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</p>								
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)	CO 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				
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  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>			
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 Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	CO Cashier
4. Submit to CO Registration Officer 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		CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL (to be paid in PHP)</b>		USD 25 or	31 minutes	



	*USD 50/ * USD 75	
--	----------------------	--



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	Consular Office- Paniqui, Tarlac	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
A.2. Marriage Certificate	Notary Public	
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	Issuing Authority where the marriage took place  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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
B.2. Marriage Certificate	Notary Public	
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	Issuing Authority where the marriage took place  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 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	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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 data page	Client



C.2.3.2. In case of unavailability, execute an Affidavit of Non-submission of Document and attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 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
<b>D.2. Party being registered married for more than one (1) year</b>	
D.2.1 Five (5) original copies of duly accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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  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	CO Cashier
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese, Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	CO 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	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese, Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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



<p>2. Submit the required documents to CO Registration Officer 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 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</p>	<p>10 minutes</p>	<p>CO Cashier</p>



		on of the Philippin e Consula te General in		
4. Submit to CO Registration Officer 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
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	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
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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  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 CO 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	CO Cashier



		under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in		
4. Submit to CO Registration Officer 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
<b>TOTAL</b>		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.

### 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:	Local Civil Registry



Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	PSA			
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	PSA NBI SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost			
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document)	PSA Notary Public			
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	<p><i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i></p> <p>5 minutes</p> <p><i>*Queuing time not included</i></p>	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 results or 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 first to the Passport Division for verification of case .  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.  3.3.1 If the applicant opted for picked-up, advise the applicant to return on the	None	10 minutes  <i>*20 to 30 minutes Waiting / Queuing time</i>	Processors



	<p>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 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>	None	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<i>Encoders</i>
<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>	None	<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>	<i>Releasing Officer</i>



<b>Total</b>	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 to 2 Hours and 5 minutes;  Processing: 7 or 12 Working Days;  Releasing: 10 - 45 minutes	
--------------	---	--	--



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

<b>Office or Division:</b>	Consular Office - Paniqui, Tarlac
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> 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	2.1 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	None	10 minutes  *20 to 30 minutes Waiting /Queuing time	Processors



	<p>or delivered by the courier service.</p> <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>4.1 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>	None	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<i>Encoders</i>
<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 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. check receipt and locate passport</p> <p>5.1 release the passport</p> <p>5.2 Cancel old passport (if applicable)</p>	None	<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>	<i>Releasing Officers</i>



5.4 Affix the signature on the passport.				
5.5 present old passport for cancellation (if applicable)				
<b>Total</b>	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 to 2 Hours and 5 minutes;  Processing: 7 or 12 Working Days;  Releasing: 10 - 45 minutes		



## 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.

<b>Office or Division:</b>	Consular Office - Paniqui, Tarlac		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C - Government to Citizen		
<b>Who may avail:</b>			
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	



	<p>6. Overseas Filipino Workers (OFWs)</p> <p>Proof of their OFW status, such as:</p> <ul style="list-style-type: none"> <li>-Valid OWWA E-card;</li> <li>-Valid employment contract;</li> <li>-Valid work visa;</li> <li>-Seafarer's Identification and Record Book (SIRB)</li> <li>-stamped at an international border not more than three hundred sixty-four (364) days from the date of application;</li> <li>-Expired or cancelled working visa or employment contract, and a</li> <li>-Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application.</li> </ul>	<p>-OWWA</p> <p>-Seafarer's company</p> <p>-Bureau of Immigration</p>	
	<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> <ul style="list-style-type: none"> <li>*The Secretary of Foreign Affairs;</li> <li>*The Undersecretary for Civilian Security and Consular Concerns; or</li> <li>*The Assistant Secretary for Consular Affairs.</li> </ul>	<p>Written request from the applicant and approval from the Department of Foreign Affairs (DFA)</p>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>First Time Adult Applicants</b>	
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, PHLHOST, 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)
<b>First Time Adult Applicants born 1950 and below with no birth record</b>	
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)	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 (LCR) where the document was registered
Government issued and acceptable Identification Card (1 original and 1 photocopy)	COMELEC, LTO, GSIS, SSS, CAAP, PHLHOST, 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
<b>First Time Minor Applicants</b>	
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
*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
<b>Renewal Adult Applicants</b>	
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)	Philippine Statistics Authority
*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) 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)	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 (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)
<b>Renewal Adult Applicants with Lost Valid Passports</b>	
*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, PHLHOST, 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)
<b>Renewal Adult Applicants with Lost Expired E-Passports</b>	
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)  *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, PHLHOST, 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)



<b>Renewal Adult Applicants with Lost/Expired Non E-Passports</b>	
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, PHLHOST, 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)
<b>Renewal Adult Applicants with Mutilated Passports</b>	
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) (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, PHLHOST, 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)
<b>Renewal Minor Applicants</b>	



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)  *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
<b>Renewal Minor Applicants with Lost Valid Passports</b>	
*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)  Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
*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)	
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  Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
*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)	
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, PHLHOST, 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, PHLHOST, 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
<b>Renewal Minor Applicants with Lost Expired E-Passports</b>	
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)  Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
*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)	
PSA Marriage Certificate/ PSA Report of Marriage (ROM) of Parents (1 original and 1 photocopy)	Philippine Statistics Authority  Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
*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)	
PSA Death Certificate/ PSA Report of Death (ROD) of Parents, if applicable (1 original and 1 photocopy)	Philippine Statistics Authority  Local Civil Registry (LCR) where the document was registered, PH Foreign Service Posts (FSPs)
*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)	
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, PHLHOST, 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, PHLHOST, 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
<b>Renewal Minor Applicants with Lost Expired Non E-Passports</b>	
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) 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
<b>Renewal Minor Applicants with Mutilated Passports</b>	
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			
*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, PHLHOST, 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, PHLHOST, 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
2. Submit the application form and present valid Ids and required documents I for initial assessment and verification	2.1 Receive and evaluate the documents presented whether the applicant is qualified to avail the Courtesy Lane  2.2 Issue queuing number and CFR	None	5 minutes  *Queueing time not included in the actual verification processing time	CL Verifier
3. Take a seat and proceed to Processing Window once your number is called and submit your queuing number and documents.	3. Receive the queuing number. Conduct interview and verify the authenticity of the documents	None	10 to 15 minutes  *20 to 30 minutes Waiting / Queuing time	CL Processor  *There is one processor assigned for CL another



<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>3.1 Verify if the applicant is included in the Department's Watchlist             3.2 Advise the applicant that the application will be reported to the Passport Division for verification of case in the Watchlist.             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.             3.3.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport             3.3.2 If the applicant opted for delivery, cancel the old passport (if applicable).             3.4 Issue (1) an official receipt</p>			<p>another one on rotational basis</p>
<p>4. Pay the required fees at the Cashier</p>	<p>4. Accept the payment based on the amount indicated in the official receipt             4.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00             Regular processing fee – PHP 950.00            *Senior citizens, PWDs, pregnant women, solo parent have the option to avail</p>	<p>5 minutes</p>	<p>CO Cashier</p>



		<p>the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>		
<p>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 the application to confirm that all encoded data are correct.</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>	<p>None</p>	<p>10 to 15 minutes</p> <p>*20 to 30 minutes Waiting / Queuing time</p>	<i>Encoder</i>
<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. 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>	<i>Releasing Personnel</i>



6.5 present old passport for cancellation (if applicable).				
<b>Total</b>	Php 1,200 (or Php 950)  (*Additional Php 350 for mutilated, lost valid or expired electronic passport)	Application: 1 Hour to 2 Hours and 5 minutes;  Processing: 7 or 12 Working Days;  Releasing: 10 - 45 minutes		



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in the front desk.
<b>How feedbacks are processed?</b>	<p>The Client's Concerns Unit collects all feedback forms and submits these to the Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC).</p> <p>Feedback requiring answers are forwarded to the Division/Section who is required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<p>For filing of complaints, please fill out the Public Assistance and Complaints (PAC) Form and submit to the PAC Desk Officer</p> <p>Complaints may also be filed via email: <a href="mailto:oca.authentication@dfa.gov.ph">oca.authentication@dfa.gov.ph</a>; <a href="mailto:oca.crd@dfa.gov.ph">oca.crd@dfa.gov.ph</a>; <a href="mailto:oca.cl@dfa.gov.ph">oca.cl@dfa.gov.ph</a>; <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>; <a href="mailto:oca.visa@dfa.gov.ph">oca.visa@dfa.gov.ph</a> and/or <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul> <p>For inquiries and follow-ups, clients may contact the following telephone number:            Authentication Division: 88344000 local 2106/2266;            Passport Division: 86519400;            Courtesy Lane Section: 86519417;            Consular Records Division: 88367744;            Diplomatic and Official Passport Section: 8651-9419; or            Visa Division: 88367763</p>
<b>How complaints are processed?</b>	<p>Upon receipt of complaints by the DFA, the Client Concerns Unit (CCU) forwards the complaint directly to CO or through COCD.</p> <p>The CO contacts the client to address his/her concerns, copy furnished CCU and COCD.</p> <p>The CO submits to CCU its explanation / action taken on the said complaint, copy furnished COCD.</p> <p>For inquiries and follow-ups, clients may contact the following:            (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> or            CO Paniqui – (045) 606 3581 or 0917-816-8629;  <a href="mailto:rco-paniqui@oca.dfa.gov.ph">rco-paniqui@oca.dfa.gov.ph</a></p>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<p><i>Authentication Division: 88344000 local 2106/2266;            Passport Division: 86519400;            Courtesy Lane Section: 86519417;            Consular Records Division: 88367744;            Diplomatic and Official Passport Section: 8651-9419; or            Visa Division: 88367763</i></p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)            Anti-Red Tape Authority: 8478-5091/ 8478-5099</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"><li>• Original document issued by the NBI with dry seal</li></ul> <p><i>Note: Personal copy is not valid.</i></p>	NBI	
70. Birth/Marriage/Death Certificate, Certificate of No Marriage Record (CENOMAR), Advisory on Marriage, Negative Records		
<ul style="list-style-type: none"><li>• Original document issued by PSA/NSO</li></ul>	PSA	
<ul style="list-style-type: none"><li>• For newly registered records, the Local Civil Registrar's (LCR) copy should be certified by PSA</li></ul> <p><i>Note: Provide LCR copy if entries from PSA/NSO are unclear.</i></p>	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"><li>• Certified True Copy from the school</li><li>• Certification, Authentication and Verification (CAV) from DepEd Regional Office</li></ul>	Elementary/High School 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"><li>• Certified True Copy from the school</li><li>• Certification, Authentication and Verification (CAV) from TESDA</li></ul>	Technical/Vocational School TESDA Office which has jurisdiction over the school	
s. Private/Local Colleges and Universities (TOR and/or Diploma)		
<ul style="list-style-type: none"><li>• Certified True Copy from the school</li><li>• Certification, Authentication and Verification (CAV) from CHED</li></ul>	Private/Local College/University CHED Office which has jurisdiction over the school	



t. State Universities and Colleges (TOR and/or Diploma)	
• Certified True Copy and Certification, Authentication and Verification from the school	State University/College
72. PRC document/s	
• Certified True Copy from PRC	PRC
73. Medical Certificate/s	
i. For employment	
• DOH stamp per document	DOH
j. For other purposes	
• Certification issued by DOH with attached Medical Certificate	DOH
74. CAAP document/s	
• Certified by CAAP	CAAP
75. Driver's License	
• Certification	LTO (main branch only)
76. 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
77. Special Power of Attorney, Memorandum of Agreement/Understanding, any other form of Contract, Affidavit	
• Certificate of Authority for a Notarial Act (CANA) signed by the Executive/Vice-Executive Judge/any office authorized signatories (issued by the Regional Trial Court)	Regional Trial Court which has jurisdiction over the notary public
78. Court document/s (Decision, Resolution, Order)	
• Certified True Copy from the court	Court where the case was filed
79. Immigration Record/s	
• Certified by BI	BI
80. DSWD Clearance	
• Original document issued by DSWD	DSWD
81. Police Clearance/Sundry	
• Original document issued by PNP	Police Station
82. Business Registration and other documents issued by a Government Agency (e.g. SEC, DTI, BIR, SSS, Municipal Business Permit & Licensing Office, etc.)	
• Certified True Copy from the issuing office	SEC / DTI / BIR / SSS / BPLO
83. Barangay Clearance/Certificate	
• Mayor's certification/clearance	Mayor's Office
84. Export document/s	
• Certified by PCCI, DOH, DA, or BFAD, depending on the nature of the document	PCCI / DOH / DA / BFAD
85. Issuances by Philippine Embassy / Consulate to be used abroad	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:pampanga.rco@dfa.gov.ph">pampanga.rco@dfa.gov.ph</a> 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

<b>Filing of documents for Authentication / Apostille</b>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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



	<p>5. Encode and issue Apostille / Authentication Certificate.</p> <p>5.1 If for verification, confirm with issuing agency. Encode and issue Apostille / Authentication Certificate upon confirmation.</p>		<p>2 Working Days and 6 Working Hours)</p> <p>20 Days* (for special cases needing further verification by issuing agency outside the DFA)</p>	<p><i>Authentication Backend</i></p> <p><i>Authentication VAFIS Personnel</i></p>
<b>Releasing of Authenticated documents</b>				
1. Drop the official receipt (OR) at dropbox. And wait for name to be called at the Releasing area.	1. Collect OR and locate the authenticated document/s. 1.1 Call applicant/ representative through the Public Address (PA) system, instructing which window to proceed and what to present.	-	15 minutes	
2. Present government issued ID at the appropriate releasing window.	2. Check original government issued ID of applicant/ representative. 2.1 Ask applicant to sign the releasing portion of the Authentication Application Form. Fill out the rest of the required fields in application form. 2.2 Release authenticated/ Apostille document/s to the applicant/ representative.	-	5 minutes	<i>Authentication Releasing Personnel</i>
3. Check accuracy and completeness of authenticated document/s received.	3. Provide Client Feedback Form to the applicant/ representative	-		
<b>TOTAL:</b>		Regular: PHP100 per document  Expedite: PHP200 per document	Regular: 3 Days  Expedite: 1 Working Day	
<b>Releasing of Pending and Correction documents</b>				
1. Proceed to the Pending and Correction window for evaluation.	6. Interview applicant/ representative and review the document/s presented for	-	10 minutes	<i>Authentication Releasing Personnel</i>



	correction or compliance 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. 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.		-		
<b>TOTAL:</b>	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

<b>Office or Division:</b>	CONSULAR OFFICE PAMPANGA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</p>		
F.1.6	<p>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
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 <a href="mailto:pampanga.rco@dfa.gov.ph">pampanga.rco@dfa.gov.ph</a> 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	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE PAMPANGA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:pampanga.rco@dfa.gov.ph">pampanga.rco@dfa.gov.ph</a>	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	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
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



#### 4. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE CEBU
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:pampanga.rco@dfa.gov.ph">pampanga.rco@dfa.gov.ph</a> 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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



## 6. Passport Services – Regular Passport Services – Renewal of a Regular Passport

<b>Office or Division:</b>	CONSULAR OFFICE PAMPANGA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); Releasing: 30 minutes</p>	
--	---	--	--



## 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
4. Senior citizens  A senior citizen may be accompanied by one (1) adult companion, provided that they are:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or  1.2. A travelling companion	<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>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>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>City/Municipal Office of the Senior Citizen Affairs (OSCA)</p> <p>passport.gov.ph</p> <p>Philippine Statistics Authority (PSA)</p> <p>passport.gov.ph</p> <p>Airline/Hotel</p>
2. Persons with disabilities (PWDs)  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	<p>Printed Application Form with E-Receipt</p> <p>PWD ID (present original and 1 photocopy)</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>Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:pampanga.rco@dfa.gov.ph">pampanga.rco@dfa.gov.ph</a> .	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	5 minutes	Cashier



		electronic passport		
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>
<b>Total</b>	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 Fernando, Pampanga**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO PAMPANGA - (045) 8636 0007; (045) 8636 0010; <a href="mailto:pampanga.rco@dfa.gov.ph">pampanga.rco@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	Client



<ul style="list-style-type: none"> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>		
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 <a href="mailto:puertoprincesa.rco@dfa.gov.ph">puertoprincesa.rco@dfa.gov.ph</a> 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	<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>	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	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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE PUERTO PRINCESA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:puertoprincesa.rco@dfa.gov.ph">puertoprincesa.rco@dfa.gov.ph</a> .	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



<a href="#">ph</a> attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE PUERTO PRINCESA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:puertoprincesa.rco@dfa.gov.ph">puertoprincesa.rco@dfa.gov.ph</a> 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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE PUERTO PRINCESA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- PUERTO PRINCESA	
Classification:	Highly Technical	
Type of Transaction:	G2C – Government to Citizen	
Who May Avail	List of Requirements	Where to Get
5. Senior citizens  A senior citizen may be accompanied by one (1) adult companion, provided that they are:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  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)
1.2. 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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
	Printed Application Form with E-Receipt  Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:puertoprincesa.rco@dfa.gov.ph">puertoprincesa.rco@dfa.gov.ph</a> .	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	5 minutes	Cashier



		electronic passport		
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>
<b>Total</b>	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) Puerto Princesa City, Palawan**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.  Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.  The answer of the office is then relayed to the citizen.  For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.
<b>How to file a complaint?</b>	For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana. Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> , <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> . Kindly provide the following information: <ul style="list-style-type: none"><li>- Name of person being complained of</li><li>- Incident</li><li>- Evidence</li></ul>
<b>How complaints are processed?</b>	Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation. The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> ; <b>CO PUERTO PRINCESA</b> - (048) 8434 1773; (048) 8723 0424; <a href="mailto:puertoprincesa.rco@dfa.gov.ph">puertoprincesa.rco@dfa.gov.ph</a>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i>  Presidential Complaints Center: 8888   <i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i>  <i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i>



# **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

<b>Office or Division:</b>	CONSULAR OFFICE SAN PABLO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post

E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)

\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</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)	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 <a href="mailto:sanpablo.co@dfa.gov.ph">sanpablo.co@dfa.gov.ph</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE SAN PABLO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:sanpablo.co@dfa.gov.ph">sanpablo.co@dfa.gov.ph</a>	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	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
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE SAN PABLO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:sanpablo.co@dfa.gov.ph">sanpablo.co@dfa.gov.ph</a> 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	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE SAN PABLO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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
6. Senior citizens  A senior citizen may be accompanied by one (1) adult companion, provided that they are:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  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)
1.2. 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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
	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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:sanpablo.co@dfa.gov.ph">sanpablo.co@dfa.gov.ph</a>	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	5 minutes	Cashier



		electronic passport		
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>
<b>Total</b>	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**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO SAN PABLO - (049) 8521 0246; <a href="mailto:sanpablo.co@dfa.gov.ph">sanpablo.co@dfa.gov.ph</a></b></p>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<p><i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE SANTIAGO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</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)	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 <a href="mailto:santiago.co@dfa.gov.ph">santiago.co@dfa.gov.ph</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE SANTIAGO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:santiago.co@dfa.gov.ph">santiago.co@dfa.gov.ph</a>	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE SANTIAGO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:santiago.co@dfa.gov.ph">santiago.co@dfa.gov.ph</a> 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	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD



	requirements. Applicant to return when requirements are completed.			
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 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:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE SANTIAGO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- 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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  Proof of age (e.g., PSA birth certificate or Philippine passport) (present original and 1 photocopy)  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  City/Municipal Office of the Senior Citizen Affairs (OSCA)  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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	Printed Application Form with E-Receipt  PWD ID (present original and 1 photocopy)  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  Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)  passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:santiago.co@dfa.gov.ph">santiago.co@dfa.gov.ph</a>	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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.  Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.  The answer of the office is then relayed to the citizen.  For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.
<b>How to file a complaint?</b>	For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana. Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> , <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a> . Kindly provide the following information: <ul style="list-style-type: none"><li>- Name of person being complained of</li><li>- Incident</li><li>- Evidence</li></ul>
<b>How complaints are processed?</b>	Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation. The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division. For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a> ; <b>CO SANTIAGO - (078) 8323 3704; <a href="mailto:santiago.co@dfa.gov.ph">santiago.co@dfa.gov.ph</a></b>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i>  Presidential Complaints Center: 8888  CSC Contact Center ng Bayan: 0908-881-6565 (SMS)  Anti-Red Tape Authority: 8478-5091/ 8478-5099



# **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

<b>Office or Division:</b>	CONSULAR OFFICE TACLOBAN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post

E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)

\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</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)	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 <a href="mailto:tacloban.rco@dfa.gov.ph">tacloban.rco@dfa.gov.ph</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE TACLOBAN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:tacloban.rco@dfa.gov.ph">tacloban.rco@dfa.gov.ph</a>	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	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
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE TACLOBAN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:tacloban.rco@dfa.gov.ph">tacloban.rco@dfa.gov.ph</a> 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.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE TACLOBAN
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- TACLOBAN	
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:  1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
1.2. 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:  2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or	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)
	Printed Application Form with E-Receipt  Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:		
4.1. Parent/s; or	Printed Application Form with E-Receipt  PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt  Court Order (present original and 1 photocopy)	passport.gov.ph  Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt  Special Power of Attorney (1 original)	passport.gov.ph  Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt  Valid Solo Parent Identification Card (present original and 1 photocopy)	passport.gov.ph  City/Municipal Social Welfare and Development Office
6. Overseas Filipino Workers (OFWs)	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid OWWA E-card (present original and 1 photocopy)	passport.gov.ph onlineappform.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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:tacloban.rco@dfa.gov.ph">tacloban.rco@dfa.gov.ph</a>	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-	5. Receive the queuing number, conduct interviews and verify the authenticity of the documents  5.1 Refer the applicants whose names are reflected	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>List (LOL), proceed to Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>in the Look-Out List (LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
6. Pay the required fees at the Cashier	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Express processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00</p> <p>*Senior citizens, PWDs, pregnant women, solo parent and their minor dependents have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired</p>	5 minutes	Cashier



		electronic passport		
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>
<b>Total</b>	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) Tacloban City, Leyte**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
8. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 8.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 8.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 8.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	2. Receive the request letter a. Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	3. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
4. Sign the receiving copy of the certificate	5. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Submit the approved leave application form and booking ticket to the Administrative Officer	10. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	11. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
8. Sign receiving copy of the certificate	12. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>; <b>CO TACLOBAN - (053) 8832 0889; <a href="mailto:tacloban.rco@dfa.gov.ph">tacloban.rco@dfa.gov.ph</a></b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE TAGUM
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. FOR CHILD WITH MARRIED PARENTS	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
B.1.1. Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	Client



<ul style="list-style-type: none"> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>		
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 <a href="mailto:tagum.co@dfa.gov.ph">tagum.co@dfa.gov.ph</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE TAGUM
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:tagum.co@dfa.gov.ph">tagum.co@dfa.gov.ph</a>	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy	10 minutes	Cashier



		y in Tokyo  *Additio nal USD 50 translati on fee for those under the jurisdicti on of the Philippin e Consula te General in		
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five (5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form  Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE TAGUM
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:tagum.co@dfa.gov.ph">tagum.co@dfa.gov.ph</a> 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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE TAGUM
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- TAGUM	
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	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)  A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:tagum.co@dfa.gov.ph">tagum.co@dfa.gov.ph</a>	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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>Passport Division upon the referral of the Processor</p> <p>5.1.1 If the Look-Out List (LOL) has been lifted by the Passport Division, return back to the Processor</p>	<p>(LOL) to Passport Division for further verification</p> <p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 Issue (1) an official receipt and; (2) a queuing number for the encoding of passport details</p>			
<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</p>	<p>5 minutes</p>	<p>Cashier</p>



		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>
<b>Total</b>	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**

**INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	

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



	<p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"><li>- Name of person being complained of</li><li>- Incident</li><li>- Evidence</li></ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO TAGUM - (084) 8216 9846; tagum.co@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE TUGUEGARAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	Issuing Authority where the applicant was born
D.1.3 PSA Negative Certification of Birth Record ( CRS Form no. 1)	Philippine Statistics Authority
D.1.4 If child was born inside the US base, a copy of the birth certificate issued by the hospital (located within the vicinity of the base), and Consular Report of Birth	Issuing Authority where the applicant was born
D.1.5 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	Philippine Statistics Authority/ Issuing Authority where the marriage took place
D.1.6 First passport or travel document of the child <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</p>	Client
D.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	Client
D.1.7 Passport of parents (current/ valid passports) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> </ul> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	Client
D.1.8 Five (5) recent passport size photos of the child	Client
D.1.9 PSA Birth Certificate of Filipino parent	Philippine Statistic Authority
D.1.10 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post

E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)

\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### 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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</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)	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 <a href="mailto:tuguegarao.rco@dfa.gov.ph">tuguegarao.rco@dfa.gov.ph</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE TUGUEGARAO	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C- Government to Citizens	
<b>Who may avail:</b>	Filipino Citizens married abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>A. In case party being registered married less than one (1) year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
A.2. Marriage Certificate	Notary Public	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>B. In case party being registered married for more than 1 year</b>		
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )	
B.2. Marriage Certificate	Notary Public	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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:tiguegarao.rco@dfa.gov.ph">tiguegarao.rco@dfa.gov.ph</a>	1.To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present the email appointment and fill out the Health Declaration Form	2. Verify the appointment and issue/collect the HDF	None	5 minutes	<i>Information Officer</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the notarized duly-accomplished Report of Marriage Form	1.Receive the Report of Marriage Form	None	1 minute	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
2. Submit the required documents to CRD Window 1 for initial assessment and verification	<p>2. Receive and check the completeness of the listed requirements</p> <p>2.1 Complete requirements:</p> <p>2.1.1. Issue Civil Registry Request Form</p> <p>2.1.2 Pay the appropriate consular fee/s</p> <p>2.2 Incomplete requirements:</p> <p>Return documents and inform applicant to submit the lacking requirements. Applicant to return when requirements are completed.</p>	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
3. Pay the required consular fees at the second floor Cashier.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	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
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE TUGUEGARAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:tuguegarao.rco@dfa.gov.ph">tuguegarao.rco@dfa.gov.ph</a> 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.	<p>3. Accept the payment based on the required consular fee/s.</p> <p>3.1 Give the validated official receipt to the applicant.</p>	<p>USD25 (To be paid in Philippine Peso)</p> <p>*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo</p> <p>*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in</p>	10 minutes	Cashier
4. Submit to CRD Window 1 the following: Five (5) Photocopies of official receipt and five 5) photocopies of Civil Registry Request form.  (Applicant to keep the original copy of receipt)	4. Attach the 5 photocopies of validated receipt to the Civil Registry Request Form Inform the applicant to follow-up the application between 2 to 4 months depending on the result of Post action/ verification	None	10 minutes	CO Registration Officer, for onward transmittal to DFA ASEANA CRD
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE TUGUEGARAO
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- 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 certificate) (present original and 1 photocopy)	passport.gov.ph  Philippine Statistics Authority (PSA)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)  A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
	<b>CORE REQUIREMENTS</b>			
Printed Application Form with E-Receipt	<a href="http://passport.gov.ph">passport.gov.ph</a>			
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			
<b>ADDITIONAL REQUIREMENTS</b>				
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:tuguegarao.rco@dfa.gov.ph">tuguegarao.rco@dfa.gov.ph</a>	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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>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>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</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>Cashier</p>



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>
<b>Total</b>		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) Tuguegarao City, Cagayan**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
CHECKLIST OF REQUIREMENTS	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<i>How to send feedback?</i>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<i>How feedbacks are processed?</i>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please send a letter addressed to Client's Concern Unit, DFA-Aseana.</p> <p>Complaints may also be filed via email: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<i>How complaints are processed?</i>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;  <b>CO TUGUEGARAO - (078) 8377 0267; tuguegarao.rco@dfa.gov.ph</b></p>
<i>Contact Information of OCA Divisions/Sections,</i>  <i>Presidential Complaints Center (PCC),</i>  <i>CSC Contact Center ng Bayan (CCB),</i>  <i>Anti-Red Tape Authority (ARTA)</i>	<p><i>Authentication Division: 88344000 local 2106/2266;</i>  <i>Passport Division: 86519400;</i>  <i>Courtesy Lane Section: 86519417;</i>  <i>Consular Records Division: 88367744;</i>  <i>Diplomatic and Official Passport Section: 8651-9419; or</i>  <i>Visa Division: 88367763</i></p> <p><i>Presidential Complaints Center: 8888</i></p> <p><i>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</i></p> <p><i>Anti-Red Tape Authority: 8478-5091/ 8478-5099</i></p>



# **Consular Office (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

<b>Office or Division:</b>	CONSULAR OFFICE ZAMBOANGA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens born abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>A. FOR CHILD WITH MARRIED PARENTS</b>	
<b>A.1 In case the party seeking registration the child born less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.1.2 Birth Certificate	Issuing Authority where the applicant was born
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>A.2 In case the party seeking late registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
A.2.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b>	
<b>B.1. Child born is less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.2. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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>B.2 Child born is more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
B.1.3. Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	
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
<b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b>	
<b>C.1 Child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
C.1.2 Birth Certificate  <b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India 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
<b>Note:</b> 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)	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
<b>C.2. Child born less than one (1) year old</b>	
C.2.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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
<b>Note:</b> For Filipino citizens born in Indonesia, Shanghai, Korea, European countries (The Hague, Brussels, Greece, Cyprus, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands, India and Middle eastern countries (i.e. Kingdom of Saudi Arabia, United Arab Emirates, et al) and consular jurisdiction of the Philippine Embassy in Mexico-	The Ministry of Foreign Affairs of the country of birth must apostillize/ authenticate the birth certificate
<b>Note:</b> 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
<b>D. FOR CHILD BORN IN JAPAN WITH MARRIED PARENTS</b>	
<b>D.1 In case the party seeking registration the child born less than one (1) year old</b>	
D.1.1 Five (5) original copies of duly accomplished Report of Birth	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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	
<b>D.2 In case the party seeking registration the child born more than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
D.2.2 Original Documents of the following: <ul style="list-style-type: none"><li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li><li>• Boshi Techo ( Maternity Registry Book)</li><li>• Koseki Tohon ( latest Family Registry)</li></ul>	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"><li>-Photocopy of the passport datapage/ travel document</li><li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li></ul>	Client
D.2.7 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"><li>-Photocopy of passport datapage</li><li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li></ul>	Client
D.2.8 Five (5) recent passport size photos of the child	Client
D.2.9 PSA Birth Certificate of Filipino parent	Philippine Statistics Authority
D.2.10 Notarized Affidavit of two disinterested persons who might have witnessed or known the birth of the child	Notary public
D.2.11 Notarized Affidavit of Delayed Registration	Notary public
D.2.12 If Filipino parent/s acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's req-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Bureau of Immigration	Bureau of Immigration/ Foreign Service Post
D.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier



\*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo

\*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka

#### **E. CHILD BORN IN JAPAN WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER**

##### **E.1 In case the party seeking registration the child born more than one (1) year old**

E.1.1 Five (5) original copies of duly accomplished Report of Birth  <i>Item 20 should be notarized by any notary public</i>	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.1.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>-If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	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
<b>E.2 In case the party seeking registration the child born more less than one (1) year old</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
E.2.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho ( Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo ( Maternity Registry Book)</li> <li>• Koseki Tohon ( latest Family Registry)</li> </ul>	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"> <li>-Photocopy of the passport datapage/ travel document</li> <li>-In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid id or recent passport</li> </ul>	Client
E.2.6 Passport of parents (valid at the time of the birth of the child) <ul style="list-style-type: none"> <li>-Photocopy of passport datapage</li> <li>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</li> </ul>	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	Bureau of Immigration/ Foreign Service Post



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) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the AUSF should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.11 Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP) <ul style="list-style-type: none"> <li>- If executed in the Philippines, the APP should be registered first as Legal Instruments at the Local Civil Registrar</li> <li>- If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate</li> </ul>	Any notary public/ Local Civil Registrar/ Foreign Service Post
E.2.12 Consular Fee: USD25 (To be paid in Philippine Peso)  *Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
F.1.2 Original Documents of the following: <ul style="list-style-type: none"> <li>• Shussei Todoke No Kisai Jiko Shomeisho (Birth Notification Report issued by the Japanese City Hall ) or certified true copy with stamps from City Hall</li> <li>• Boshi Techo (Maternity Registry Book)</li> <li>• Koseki Tohon (latest Family Registry)</li> </ul>	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 <ul style="list-style-type: none"> <li>-Photocopy of the passport datapage/ travel document</li> </ul>	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</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)	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 <a href="mailto:zamboanga.rco@dfa.gov.ph">zamboanga.rco@dfa.gov.ph</a> 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 Consulate General in</p>	<p>10 minutes</p>	<p>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.  (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
<b>TOTAL</b> (to be paid in PHP)		USD 25 or *USD 50/ * USD 75	31 minutes	



## 2. Civil Registration Services – Report of Marriage

<b>Office or Division:</b>	CONSULAR OFFICE ZAMBOANGA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Filipino Citizens married abroad
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>A. In case party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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>B. In case party being registered married for more than 1 year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C. For marriages solemnized in Shanghai, France, Austria, Norway, Denmark, Finland, Sweden, Iceland, Netherlands and in the Middle East</b>	
<b>C.1. Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>C.2. Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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 attach 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
<b>D. For marriages solemnized in the USA and Canada</b>	
<b>D.1. Party being registered married less than one (1) year</b>	
D.1.1. Five (5) original copies of duly- accomplished forms of Report of Marriage	Downloadable from the Office of Consular Affairs Website ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )
<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 (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
<b>D.2. Party being registered married for more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> ) 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
<b>E. For marriages solemnized in NEPAL and INDIA</b>	
<b>E.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>E.2 Party being registered married more than one (1) year</b>	



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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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
<b>F. For marriages solemnized in Japan</b>	
<b>F.1 Party being registered married less than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho( Marriage Notification Report)</li><li>• Koseki Tohon ( latest Family Registry)</li><li>• If spouse is non-Japanese      Juri Shomeisho ( Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li><li>• Birth Certificate of Filipino spouse from the PSA</li><li>• Marriage License/ Certificate of Legal Capacity to Contract Marriage ( if available)</li><li>• Five (5) recent passport size photos of both parties</li><li>• Negative Certification of Marriage Record from the PSA * Koseki Shohon (Certificate of Acceptance of Marriage) is not acceptable</li></ul>	Issuing Authority where the marriage took place  Philippine Statistics Authority  Foreign Service Post  Client  Philippine Statistics Authority



F.1.4 Consular Fee: USD25 (To be paid in Philippine Peso)	Cashier
*Additional USD 25 translation fee for those under the jurisdiction of the Philippine Embassy in Tokyo	
*Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	
<b>F.2 Party being registered married more than one (1) year</b>	
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  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"><li>• Konin Todoke No Kisai Jiko Shomeisho (Marriage Notification Report)</li><li>• Koseki Tohon (latest Family Registry)</li><li>• If spouse is non-Japanese Juri Shomeisho (Certificate of Acceptance of Marriage showing couple's date and place of Marriage)</li></ul>	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 Tokyo  *Additional USD 50 translation fee for those under the jurisdiction of the Philippine Consulate General in Osaka	Cashier
<b>REMINDERS:</b> 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 <a href="mailto:zamboanga.rco@dfa.gov.ph">zamboanga.rco@dfa.gov.ph</a>	1. To pre-evaluate the attached documents	None	1 to 2 days	CO Administrative Officer Civil Registry Desk



attaching to the email a copy of the scanned documents	and set an appointment			
2.On the day of appointment, present 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>	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
<b>TOTAL</b>		USD 25 or *USD 50/ * USD 75	31 minutes	



### 3. Civil Registration Services – Report of Death

<b>Office or Division:</b>	CONSULAR OFFICE ZAMBOANGA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C- Government to Citizens
<b>Who may avail:</b>	Next of Kin of Filipino Citizens died abroad
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 ( <a href="http://www.consular.dfa.gov.ph">www.consular.dfa.gov.ph</a> )  Notary Public
Five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report	Foreign Authority  Philippine Foreign Service Post  Foreign Authority
Photocopy of passport datapage of the deceased	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure an appointment from <a href="mailto:zamboanga.rco@dfa.gov.ph">zamboanga.rco@dfa.gov.ph</a> 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
<b>TOTAL</b>		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.

### 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 Ssytem (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), City Hall, PhilPost, School ID
ADDITIONAL REQUIREMENTS *on a case to case basis	
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
For dual citizens: Dual Citizenship documents (original, 1 photocopy) Foreign Passport (original, 1 photocopy)	Bureau of Immigration (BI) Foreign Service Posts (FSPs)
For naturalized Filipino citizens: Naturalization papers (original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation Original Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant:	Local Civil Registry



<b>CASES WHERE A PROOF OF LIFE IS REQUIRED</b>				
Proof of filing of supplemental report or correction (present original, 1 photocopy)	PSA			
Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)				
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	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			
<b>CORE REQUIREMENTS FOR MINORS</b>				
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			
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>				
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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <b>or</b> 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	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officer
<b>Total</b>		PHP 950.00 for regular <b>or</b> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad Center before appointment date)  (*Additional PHP 350 for mutilated, lost valid or	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7 working days or 12 working days (COs outside Metro Manila);  Releasing: 30 minutes	



	expired electronic passport)		
--	---------------------------------	--	--



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

<b>Office or Division:</b>	CONSULAR OFFICE ZAMBOANGA
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	Filipino citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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
<b>FOR MINOR APPLICANTS</b>	
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 <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="http://passport.gov.ph">http://passport.gov.ph</a> and pays online	1. none	PHP 950.00 for regular <u>or</u> PHP 1200 for expedite PHP 50 for convenience fee	20 minutes	Staff, Project and Information Technology Support
2. On the day of scheduled appointment, proceed to Verification Section and present printed passport application form and valid ID	2. receive required documents 2.1 verify appointment	None	*Applicant must be at the consular office 30 minutes before the scheduled appointment.  5 minutes	Verifiers
3. Proceed to Processing Section and wait for an available window	3. Evaluate the authenticity and completeness of documents	None	20 minutes waiting time  10 minutes	Processors
4. Proceed to Encoding Section and present documents	4. Encode the applicant's information 4.1 scan pertinent documents 4.2 capture applicant's photo and biometrics	None	20 minutes waiting time  10 minutes	Encoders
5. On the estimated date of release, proceed to the Releasing Section  5.1 Place receipt in designated box and wait for name to be called.  5.2 Verify all details in passport are correct.  5.3 Sign on signature pad.  5.4 present old passport for cancellation	5. check receipt and locate passport 5.1 release the passport 5.2 Cancel old passport	None	*After six working days or twelve working days (COs within Metro Manila); seven working days or twelve working days (COs outside Metro Manila)  20 minutes waiting time  10 minutes	Releasing Officers
<b>Total</b>		PHP 950.00 for regular <u>or</u> PHP 1200 for expedite  PHP 50 for convenience fee (paid at a partner Bayad)	Application: 1 Hour and 15 minutes;  Processing: 6 working days or 12 working days (COs within Metro Manila); 7	



	<p>Center before appointment date) (*Additional PHP 350 for mutilated, lost valid or expired electronic passport)</p>	<p>working days or 12 working days (COs outside Metro Manila); 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- 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)



2.2. A travelling companion	Printed Application Form with E-Receipt  Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	passport.gov.ph  Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt  Medical certificate/records (present original and 1 photocopy)	passport.gov.ph  Hospital, Licensed physician
4. Minors aged seven (7) years and below	Printed Application Form with E-Receipt  PSA Birth Certificate as proof of age (present original and 1 photocopy)  A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	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)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Agency/Employer
	Printed Application Form with E-Receipt or Printed Application Form through OPAS  Valid work visa (present original and 1 photocopy)	<a href="http://passport.gov.ph">passport.gov.ph</a> <a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  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)	<a href="http://onlineappform.passport.gov.ph">onlineappform.passport.gov.ph</a>  Written request from the applicant and approval from the Department of Foreign Affairs (DFA)

<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>CORE REQUIREMENTS</b>		
Printed Application Form with E-Receipt		<a href="http://passport.gov.ph">passport.gov.ph</a>
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
<b>ADDITIONAL REQUIREMENTS</b>		
*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
<b>CORE REQUIREMENTS FOR MINORS</b>	
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
<b>ADDITIONAL REQUIREMENTS FOR MINORS</b>	
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)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost
Affidavit of Support and Consent executed by the mother (original)	DSWD
Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	
DSWD Clearance (present original, 1 photocopy)	
Adoption papers (present original, 1 photocopy)	Relevant Court
PSA certificate of foundling (present original, 1 photocopy)	PSA
<b>Renewal Adult Applicants FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport <b>with photocopy of data page</b>	DFA
Passport or Valid Government issued ID of accompanying parent or authorized adult companion <b>with one (1) photocopy</b>	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
<b>ADDITIONAL REQUIREMENTS</b>	
<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 <a href="mailto:zamboanga.rco@dfa.gov.ph">zamboanga.rco@dfa.gov.ph</a>	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	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	None	15 minutes	Processor  Note: The processors are assigned on each designated window on a rotational basis daily.



<p>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>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</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>Cashier</p>



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>
<b>Total</b>		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**

## **INTERNAL SERVICES**



## 1. Application for Vacation or Sick Leave

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Application for Leave (CS Form No. 6; Revised 1984) in duplicate	Employee's personal file			
<b>ADDITIONAL REQUIREMENTS</b>				
If application for vacation leave exceeds 30 calendar days and for leave to be spent abroad regardless of the number of days: -Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
If application for sick leave is filed in advance or exceeding five (5) days: -Medical Certificate	Hospital or Clinic			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the filled-out Application for Leave Form, in duplicate	1. Receive the Application for Leave Form 1.2 Review the Form to ensure that it is properly filled-out	None	5 minutes	Administrative Officer
2. Wait for advice from the Administrative Officer on the approval of application for leave	2. Compute and certify the leave credits of personnel 2.1 Forward the Application for Leave Form to the Officer-In-Charge for approval 2.2 If recommended for approval by the Officer-In-Charge, endorse the application to the DFA-OCA Assistant Secretary for final approval 2.3 If not recommended for approval, return the leave application form to the personnel and inform the reason for disapproval	None	3 days	Administrative Officer
<b>TOTAL</b>		None	3 days	



## 2. Issuance of Certificate of Employment

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at Consular Office			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
<b>CORE REQUIREMENTS</b>				
Request Letter	Employee			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to the Administrative Officer	1. Receive the request letter 1.2 Prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign the receiving copy of the certificate	3. Release the certificate of employment prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### 3. Issuance of Certificate for Travel Abroad

<b>Office or Division:</b>	Consular Office			
<b>Classification:</b>	Complex (Multi-Stage)			
<b>Type of Transaction:</b>	G2C- Government to Citizens			
<b>Who may avail:</b>	DFA Personnel assigned at the Consular Office spending vacation leave abroad			
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>			
Approved Application for Leave Form	Employee's Personal File or Records Officer			
Booking Ticket	Employee's Personal File			
Certificate of Clearance from Accountabilities	Administrative Officer Financial Analyst Property Officer Records Officer			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved leave application form and booking ticket to the Administrative Officer	1. Receive the documentary requirements and prepare communication for signature of the Officer-In-Charge	None	3 days	Administrative Officer
	2. Transmit to DFA-HRMO and wait for arrival of the document through pouch	None	16 days	Communications Officer
2. Sign receiving copy of the certificate	3. Release Certificate for Travel prepared by DFA-HRMO in Manila and transmitted via pouch	None	1 day	Communications Officer
<b>TOTAL</b>		None	20 days	



### FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback?</b>	Fill out the client feedback form distributed or available at the counter. Drop accomplished form the designated drop box located in front of the Encoding Section.
<b>How feedbacks are processed?</b>	<p>Administrative Officer collects all feedback forms and sends report to the Office of Consular Affairs (OCA) at DFA Aseana and Office of the Undersecretary for Civilian Security and Consular Concern (UCSCC) at DFA Main Building, Roxas Boulevard.</p> <p>Feedback requiring answers are forwarded to the Consular Offices Coordinating Division who are required to answer (if feedback is actionable) within three (3) days of the receipt of the feedback.</p> <p>The answer of the office is then relayed to the citizen.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000.</p>
<b>How to file a complaint?</b>	<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: <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>, <a href="mailto:passportconcerns@dfa.gov.ph">passportconcerns@dfa.gov.ph</a>.</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>- Name of person being complained of</li> <li>- Incident</li> <li>- Evidence</li> </ul>
<b>How complaints are processed?</b>	<p>Upon receipt and evaluation of complaints, the Client's Concern Unit's Complaints Officer shall forward the complaint to the Consular Offices Coordinating Division personnel for endorsement to Consular Offices for their explanation.</p> <p>The Complaints Officer in the CO will provide the feedback directly to the client copy furnished the Client's Concern Unit and Consular Offices Coordinating Division.</p> <p>For inquiries and follow-ups, clients may contact the following telephone number: (02) 8834-4000; <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a>;</p> <p><b>CO ZAMBOANGA</b> - (062) 8991 4398; (062) 8991 2202; (062) 8991 7958; <a href="mailto:zamboanga.rco@dfa.gov.ph">zamboanga.rco@dfa.gov.ph</a></p>
<b>Contact Information of OCA Divisions/Sections,</b>  <b>Presidential Complaints Center (PCC),</b>  <b>CSC Contact Center ng Bayan (CCB),</b>  <b>Anti-Red Tape Authority (ARTA)</b>	<p><i>Authentication Division: 88344000 local 2106/2266; Passport Division: 86519400; Courtesy Lane Section: 86519417; Consular Records Division: 88367744; Diplomatic and Official Passport Section: 8651-9419; or Visa Division: 88367763</i></p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p>



## VII. LIST OF OFFICES AND CONTACT INFORMATION

Office	Address	Contact Information
Board of Foreign Service Administration Secretariat	12 <sup>th</sup> Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8834-3660 Email: <a href="mailto:bfsa@dfa.gov.ph">bfsa@dfa.gov.ph</a>
Department Legislative Liaison Unit	2 <sup>nd</sup> Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8551 3126 Email: <a href="mailto:dllu@dfa.gov.ph">dllu@dfa.gov.ph</a>
Intelligence and Security Unit	Ground Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8831 8921 Email: <a href="mailto:isu@dfa.gov.ph">isu@dfa.gov.ph</a>
Office of Asset Management and Support Services	2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8834 8874 Email: <a href="mailto:oamss@dfa.gov.ph">oamss@dfa.gov.ph</a>
Office of Protocol	6 <sup>th</sup> Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8831 8975 Email: <a href="mailto:op@dfa.gov.ph">op@dfa.gov.ph</a>
Human Resources Management Office	3 <sup>rd</sup> Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Tel. No.: 8832 3264 Email: <a href="mailto:hrmo@dfa.gov.ph">hrmo@dfa.gov.ph</a>
Office of Financial Management Services	4 <sup>th</sup> Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Contact Info.: 834-4700 to 01 Email Add.: <a href="mailto:ofms@dfa.gov.ph">ofms@dfa.gov.ph</a>
Office of the Undersecretary for Migrant Workers' Affairs	3 <sup>rd</sup> Floor, South Wing 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Contact Info.: 8834-4996 Email Add.: <a href="mailto:oumwa@dfa.gov.ph">oumwa@dfa.gov.ph</a>
Office of Public and Cultural Diplomacy	6 <sup>th</sup> Floor 2330 Department of Foreign Affairs Building, Roxas Boulevard, Pasay City	Contact Info: 8832-1508 Email Add.: <a href="mailto:opcd@dfa.gov.ph">opcd@dfa.gov.ph</a>
Office of Consular Affairs	ASEANA Business Park, Bradco Avenue corner Macapagal Boulevard, Brgy. Tambo, Parañaque City	<b>For Passport Appointment Concerns:</b> Contact Info: 8234 - 3488 <b>For Passport, Authentication and other Consular Inquiries:</b> Contact Info: 8651 - 9400 <b>Client Concerns Unit Hotlines:</b>



		<p>0977-353-3942(Globe) 0961-567-9324(Smart) <i>Mondays to Fridays (except holidays) 8:00AM to 5:00PM</i></p> <p><b>Email Add:</b> <a href="mailto:oca.concerns@dfa.gov.ph">oca.concerns@dfa.gov.ph</a></p>
CONSULAR OFFICE NCR Central	1st Floor Lingkod Pinoy Center Robinsons Galleria West Lane Edsa cor. Ortigas Avenue, Pasig City	Contact No: (02)8631-0806, (02)8631-0700 Email: <a href="mailto:ncrcentral.so@dfa.gov.ph">ncrcentral.so@dfa.gov.ph</a>
CONSULAR OFFICE NCR East	7th Floor SM Megamall Building C, EDSA cor. Julia Vargas Avenue Mandaluyong City	Contact No: (02)8234-2478, (02)8234-5062 Email: <a href="mailto:ncreast.so@dfa.gov.ph">ncreast.so@dfa.gov.ph</a>
CONSULAR OFFICE NCR North	3rd Floor Lingkod Pinoy Center Robinsons Place 1, Quirino Highway, Novaliches, Quezon City	Contact No: (02)8372-7902 Email: <a href="mailto:ncrnovaliches.so@dfa.gov.ph">ncrnovaliches.so@dfa.gov.ph</a>
CONSULAR OFFICE NCR Northeast	Level 2 Ali Mall Araneta Center, Cubao, Quezon City	Contact No: (02)8293-0105 Email: <a href="mailto:dfancrne.releasing@gmail.com">dfancrne.releasing@gmail.com</a> ; <a href="mailto:dfancrne.processing@gmail.com">dfancrne.processing@gmail.com</a> ; <a href="mailto:dfancrne.authentication@gmail.com">dfancrne.authentication@gmail.com</a>
CONSULAR OFFICE NCR South	4th Floor Metro Alabang Town Center, Alabang Zapote Road, Muntinlupa City	Contact No: (02)8551-1051 Email: <a href="mailto:ncrsouth.so@dfa.gov.ph">ncrsouth.so@dfa.gov.ph</a>
CONSULAR OFFICE NCR West	5th Floor SM City Manila Concepcion St. cor. Arroceros St. and San Marcelino St., Manila	Contact No: (02) 8536-9995, 09669469395 Email: <a href="mailto:ncrwest.so@dfa.gov.ph">ncrwest.so@dfa.gov.ph</a>
CONSULAR OFFICE ANGELES	3rd Floor Marquee Mall, Pulung Maragul, Angeles City, Pampanga	Contact No: (045)3040193, (045)4030195, 0922 497 4263 Email: <a href="mailto:angeles.rco@dfa.gov.ph">angeles.rco@dfa.gov.ph</a>
CONSULAR OFFICE ANTIPOLO	3rd Floor SM Cherry Foodarama, Marikina-Infanta Highway, Antipolo City, Rizal	Contact No: (02)8562-2491 Email: <a href="mailto:antipolo.co@dfa.gov.ph">antipolo.co@dfa.gov.ph</a>
CONSULAR OFFICE BACOLOD	3rd Floor Robinsons Place Bacolod, Brgy. Mandalangan, Bacolod City	Contact No: (034)4412681, (034)441 2675 Email: <a href="mailto:bacolod.rco@dfa.gov.ph">bacolod.rco@dfa.gov.ph</a>
CONSULAR OFFICE BAGUIO	Upper Basement SM City Baguio Luneta Hill, Upper Session Road, Baguio City	Contact No: (074)4222258 Email: <a href="mailto:baguio.rco@dfa.gov.ph">baguio.rco@dfa.gov.ph</a> ; <a href="mailto:rco_baguio@yahoo.com">rco_baguio@yahoo.com</a>
CONSULAR OFFICE BUTUAN	3rd Floor Robinsons Place Butuan, J.C. Aquino Ave., Butuan City	Contact No: (085)815 5571 Email: <a href="mailto:butuan.rco@dfa.gov.ph">butuan.rco@dfa.gov.ph</a>
CONSULAR OFFICE CAGAYAN DE ORO	5F BPO Tower, SM Downtown Premier, CM Recto Ave. cor Osmena St., Cagayan De Oro City	Contact No: (088)327 4272 Email: <a href="mailto:cdo.rco@dfa.gov.ph">cdo.rco@dfa.gov.ph</a>



CONSULAR OFFICE CALASIAO	2nd Floor Robinsons Place Pangasinan, Brgy. San Miguel, Calasiao, Pangasinan	Contact No: (075)6327892, (075)6327932 Email: <a href="mailto:calasiao.rco@dfa.gov.ph">calasiao.rco@dfa.gov.ph</a> ; <a href="mailto:rcocalasiao@yahoo.com">rcocalasiao@yahoo.com</a>
CONSULAR OFFICE CEBU	4th Floor Pacific Mall-Metro Mandaue, UN Ave. cor. MC Briones St., Brgy. Estancia, Mandaue City	Contact No: (032)520 6551, (032)520 5898 Email: <a href="mailto:cebu.rco@dfa.gov.ph">cebu.rco@dfa.gov.ph</a>
CONSULAR OFFICE CLARIN / OZAMIS	Clarin Town Center, Clarin Misamis Occidental	Contact No: (088)530 5312 Email: <a href="mailto:clarin.co@dfa.gov.ph">clarin.co@dfa.gov.ph</a>
CONSULAR OFFICE COTABATO	3rd Floor Annex I Mall of ALNOR, Rosario Heights, Malagapas Sinsuat Avenue, Cotabato City	Contact No: 0936 338 5742 Email: <a href="mailto:rcocotabato@yahoo.com">rcocotabato@yahoo.com</a>
CONSULAR OFFICE DASMARIÑAS	2nd Floor, SM City Dasmariñas, Governor's Drive, Sampaloc 1, Dasmariñas, 4114 Cavite	Contact No: (045)424 1066, 0917 806 0446 Email: <a href="mailto:dasmarias.co@dfa.gov.ph">dasmarias.co@dfa.gov.ph</a>
CONSULAR OFFICE DAVAO	3rd Floor SM City Davao, Quimpo Boulevard, Ecoland Subdivision, Brgy. Matina, Davao City	Contact No: (082)285 4885 Email: <a href="mailto:davao.rco@dfa.gov.ph">davao.rco@dfa.gov.ph</a>
CONSULAR OFFICE DUMAGUETE	2nd Floor Robinsons Place, South Road, Calindagan, Dumaguete City	Contact No: (035)532 0024, (035)532 0019, 0917 560 9192 Email: <a href="mailto:dumaguete.rco@dfa.gov.ph">dumaguete.rco@dfa.gov.ph</a> ; <a href="mailto:rcodumaguete@gmail.com">rcodumaguete@gmail.com</a>
CONSULAR OFFICE GENERAL SANTOS	Ground Floor Robinsons Place General Santos, Jose Catolico Sr. Ave., Lagao, General Santos City	Contact No: (083)553 8380; 0917 828 8591 Email: <a href="mailto:gensan.rco@dfa.gov.ph">gensan.rco@dfa.gov.ph</a>
CONSULAR OFFICE ILOILO	3rd Floor Robinsons Place Iloilo, Quezon Wing, Iloilo City	Contact No: (033)337 8017, (033)336 1737, Email: <a href="mailto:iloilo.rco@dfa.gov.ph">iloilo.rco@dfa.gov.ph</a> ; <a href="mailto:dfailo@skyinet.net">dfailo@skyinet.net</a> ; <a href="mailto:iloilo.rco@gmail.com">iloilo.rco@gmail.com</a>
CONSULAR OFFICE LA UNION	2nd Floor Manna Mall, Marcos Highway cor. Diversion Rd. Pagdaraon, San Fernando City, La Union	Contact No: (072)6087 6510, 0917 895 2322, 0949 883 8422, (072)6076491 Email: <a href="mailto:launion.rco@dfa.gov.ph">launion.rco@dfa.gov.ph</a> ; <a href="mailto:rco-la.union@oca.dfa.gov.ph">rco-la.union@oca.dfa.gov.ph</a> ; <a href="mailto:dfa_launion@yahoo.com">dfa_launion@yahoo.com</a>
CONSULAR OFFICE LEGAZPI	3rd Floor Pacific Mall, F. Imperial St., cor. Circumferential Rd., Landco Business Park, Legazpi City	Contact No: (052)480 3000 Email: <a href="mailto:legazpi.rco@dfa.gov.ph">legazpi.rco@dfa.gov.ph</a>
CONSULAR OFFICE LIPA	2nd Floor Robinsons Place Lipa, JP Laurel Highway, Mataas na Lupa, Lipa City, Batangas	Contact No: (043)722 0578; Email: <a href="mailto:lipa.rco@dfa.gov.ph">lipa.rco@dfa.gov.ph</a> ; <a href="mailto:dfa.co.batangas@gmail.com">dfa.co.batangas@gmail.com</a>



CONSULAR OFFICE LUCENA	3rd Floor Pacific Mall-Lucena, M.L. Tagaraao St., Barangay III, Lucena City	Contact No: (042)710 4526, (042)373 1119 Email: <a href="mailto:lucena.rco@dfa.gov.ph">lucena.rco@dfa.gov.ph</a> ; <a href="mailto:dfarcolucena@gmail.com">dfarcolucena@gmail.com</a>
CONSULAR OFFICE MALOLOS	3F Malolos Central Transport Terminal and Commercial Hub by Xentro Mall, Brgy. Bulihan, Malolos City, Bulacan	Contact No: (044)8167230, Email: <a href="mailto:malolos.co@dfa.gov.ph">malolos.co@dfa.gov.ph</a>
CONSULAR OFFICE PAMPANGA	2nd Floor Robinsons StarMills, San Fernando City, Pampanga	Contact No: (045)636 0007, Email: <a href="mailto:rco-pampanga@oca.dfa.gov.ph">rco-pampanga@oca.dfa.gov.ph</a>
CONSULAR OFFICE PANIQUI	Waltermart Paniqui, McArthur Highway, Brgy. Estacion, Paniqui, Tarlac	Contact No: (045)606-3581, 0917-816-8629 Email: <a href="mailto:paniqui.co@dfa.gov.ph">paniqui.co@dfa.gov.ph</a> ; <a href="mailto:rco-paniqui@oca.dfa.gov.ph">rco-paniqui@oca.dfa.gov.ph</a> ; <a href="mailto:passportservicepaniqui2@gmail.com">passportservicepaniqui2@gmail.com</a>
CONSULAR OFFICE PUERTO PRINCESA	2nd Floor Robinsons Place Palawan, National Highway, Brgy. San Manuel, Puerto Princesa City, Palawan	Contact No: (048)434 1773, (048)723 0424 Email: <a href="mailto:puertoprincesa.rco@dfa.gov.ph">puertoprincesa.rco@dfa.gov.ph</a> ; <a href="mailto:dfarcoprincesa@gmail.com">dfarcoprincesa@gmail.com</a>
CONSULAR OFFICE SAN NICOLAS	2nd Floor Robinsons Place Ilocos, Barangay 1 San Francisco, San Nicolas, Ilocos Norte	Contact No: (077)770 5541 Email: <a href="mailto:sannicolas.co@dfa.gov.ph">sannicolas.co@dfa.gov.ph</a> ; <a href="mailto:dfacosannicolas@gmail.com">dfacosannicolas@gmail.com</a>
CONSULAR OFFICE SAN PABLO	2nd Floor SM City San Pablo, Riverina Residential & Commercial Estates, Maharlika Highway, Brgy. San Rafael, San Pablo City, Laguna	Contact No: (049) 521 0246, (049) 300 9017 Email: <a href="mailto:sanpablo.co@dfa.gov.ph">sanpablo.co@dfa.gov.ph</a>
CONSULAR OFFICE SANTIAGO	3rd Floor Robinsons Place Santiago Maharlika Highway, Mabini, Santiago City, Isabela	Contact No: (078) 323 3704, 09178022014 Email: <a href="mailto:santiago.co@dfa.gov.ph">santiago.co@dfa.gov.ph</a>
CONSULAR OFFICE TACLOBAN	3rd Floor, Robinsons North Tacloban, Brgy 91 Abucay, Tacloban City	Contact No: (053) 832-0889 Email: <a href="mailto:tacloban.rco@dfa.gov.ph">tacloban.rco@dfa.gov.ph</a>
CONSULAR OFFICE TAGUM	4th Floor Gaisano Mall of Tagum, National Highway, Tagum City, Davao del Norte	Contact No: (084)216 9846 Email: <a href="mailto&gt;tagum.co@dfa.gov.ph">tagum.co@dfa.gov.ph</a>
CONSULAR OFFICE TUGUEGARAO	Tuguegarao City Hall Regional Government Center, Carig Sur, Tuguegarao City, Cagayan	Contact No: (078)377-0267, 0917-896-1251 Email: <a href="mailto:tuguegarao.rco@dfa.gov.ph">tuguegarao.rco@dfa.gov.ph</a>
CONSULAR OFFICE ZAMBOANGA	2nd & 3rd Floors, Go-Veloso Bldg. Veterans Ave. Zamboanga City, Zamboanga del Sur	Contact No: (062)991 4398, 0916-672-7986 Email: <a href="mailto:zamboanga.rco@dfa.gov.ph">zamboanga.rco@dfa.gov.ph</a>