



# CONSULAR DOCUMENTARY REQUIREMENTS

## PASSPORTS SERVICES

### NEW PASSPORT- MINOR

1. Personal Appearance
2. Duly-accomplished Application Form
3. Original and copy of PSA Birth Certificate or Report of Birth (ROB) (*if born abroad*)
4. Original and copy of PSA Marriage Certificate or Report of Marriage of parents (*if applicable*)
5. Copy of the passport of parent accompanying the child (*if legitimate*)
6. Copy of passport of mother (*if illegitimate*)
7. Payment of USD 60\*

### RENEWAL – ADULT

1. Personal Appearance
2. Duly-accomplished Application Form
3. Current passport plus copy
4. Original and copy of PSA Birth Certificate (*for brown and green passports bearing no complete middle name*)
5. Original and copy of PSA Marriage Certificate or Report of Marriage (*if female applicant will be using her married name*)
6. Payment of USD 60\*

Additional requirements for dual citizens:

7. Identification Certificate
8. Oath of Allegiance
9. Order of Approval

### RENEWAL- MINOR

1. Personal Appearance
2. Application form
3. Current passport plus copy
4. Original and copy of PSA Birth Certificate or Report of Birth (ROB) (*if born abroad*)
5. Copy of passport of parent accompanying the child (*if legitimate*)
6. Copy of passport of mother (*if illegitimate*)
7. Payment of USD 60\*

### LOST PASSPORT (*When reporting a lost passport*)

1. Personal Appearance
2. Application Form
3. Copy of the lost passport (*if available*)
4. Affidavit of loss
5. Police report (for lost-valid passports) with English Translation
6. Copy of PSA Birth Certificate and Marriage certificate if under married name (*if copy of lost passport is not available*)
7. Valid ID (*PH govt-issued IDs, residence permit or working permit*)
8. Payment of USD 25 (*for the affidavit of loss*)

IMPORTANT: There will be a 15-day clearing and verification from DFA Manila before the issuance of a new passport

### ISSUANCE OF A REPLACEMENT OF LOST PASSPORT

1. Personal Appearance
2. Original PSA Birth certificate or Report of Birth in security paper
3. Original and copy of PSA Marriage Certificate or Report of Marriage (*if female applicant is using married name*)
4. ID (e.g. PH govt-issued IDs, residence permit or working permit)
5. Payment of USD150\* for lost ePassport

**\*PAYMENT CAN BE IN TURKISH LIRA SUBJECT TO THE OFFICIAL EQUIVALENT FEES.**



### PASSPORT EXTENSION

1. Personal Appearance or by mail
2. Passport Extension form
3. Current Passport
4. Payment of USD 20\*

### PASSPORT RELEASE TRANSFER REQUEST

1. Duly accomplished Passport Transfer Release Request form.
2. Copy of old passport,
3. Accomplished new passport application form.
4. Copy of Official Receipt.
5. No fees.

### TRAVEL DOCUMENT

1. Accomplished Information sheet supplying information such as Date and Place of Birth, age, information on Parents, information on old passport, address abroad, signature
2. Accomplished Assistance to Nationals (ATN) form and reason for applying for a travel document.
3. Copy of passport or any valid Philippine IDs or proof of Filipino citizenship
4. Copy of airline ticket (*if available*)
5. Three (3) pcs. of 2x2 latest photo (*white background*)
6. Payment of USD 25\* (*for affidavit of loss for lost passports*)  
USD 30\* (*for Travel Document*)

## CIVIL REGISTRATION SERVICES

### REPORT OF BIRTH

1. Report of Birth Form (*4 originals*)- Entries must be **TYPEWRITTEN OR PRINTED LEGIBLY**
2. Birth record/certificate from the hospital (*with English translation*);
3. Original official report of birth (*Doğum Kayıt Örneği FORM A*) from City/Municipality Civil Registrar (*Nüfus Müdürlüğü*) with English translation
4. Passport of Filipino parent/s and Turkish/foreign passport or citizenship ID (*Kimlik*) of Turkish/foreign parent;
5. PSA Marriage Contract or Report of Marriage of parents
6. Affidavit of delayed registration of birth if filed beyond 1 year from the date of birth
7. Affidavit of Admission of Paternity (AAP)
8. Affidavit to Use Surname of the Father (AUSF) – to be accomplished by the mother (*if child is 0-6 years old*) or the child (*if 7-17 years old*)
9. Sworn Attestation (*to be accomplished by mother if the child is executing the AUSF*).
10. If child is legitimated - Joint Affidavit of Legitimation to be executed by parents (if parents subsequently married after the birth of the child, provided that there was no legal impediment for both parents to contract marriage at the time of the child's conception; copy of latest cenomar of parent/s.
11. Payment of USD 25\* (*for the Report of Birth*) and  
USD 25\* (*for each affidavit/certification*)

Additional requirements for the delayed registration of birth:

12. Affidavit of 2 (two) disinterested persons [**required only for children/subjects who are more than one (1) year old**] and copies of passports/government issued IDs of the Affiants

### REPORT OF MARRIAGE

1. Report of Marriage form (*4 originals*)- Entries must be **TYPEWRITTEN OR PRINTED LEGIBLY**
2. Official Report of Marriage (Evlenme Kayıt Örneği FORM B) issued from the City/Municipality Civil Registrar (*Nüfus Müdürlüğü*) with English translation

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3. Copy of International/Multi-lingual (Red) Book of the Family (*Uluslararası Aile Cüzdanı/Livret de Famille International*) pages 1 to 7
4. Copy of passports/citizenship identifications of contracting parties
5. Affidavit of delayed registration of marriage if filed beyond 1 year from the date of marriage
6. Payment of USD 25\* (for ROM and USD25 for the affidavit of delayed registration (*if applicable*))
7. Payment of USD 25\* (*for the Report of Marriage*) and USD 25\* (*for the affidavit of delayed registration, if applicable*)

(Other requirements for the Filipino national)

8. Original PSA Certificate of No Marriage (CENOMAR) (if single).
9. Original and four (4) photocopies of PSA Annotated Marriage Certificate or Advisory on Marriage (for annulled/divorced).
10. Original and four (4) photocopies of PSA Death Certificate of deceased spouse or Death Certificate of foreign spouse with English translation (for widowed).

(Other requirements for the delayed registration)

13. 11. Affidavit of 2 (two) disinterested persons [**required if marriage is filed beyond one (1) year from the date of marriage**] and copies of passports/government issued IDs of the Affiants

#### **REPORT OF DEATH**

1. Report of Death form (*5 originals*)
2. Airway bill and flight details
3. Name of consignee or the name, address and contact number of the person who is authorized to receive the cadaver in the Philippines
4. Certificate of Death
5. Certificate of non-contagious disease issued by the proper health authority
6. Certificate issued by the the Mortuary/Funeral Director on proper embalming/cremation in accordance with internationally-accepted healthy practices.
7. Transit Certificate / Transfer of Funeral Certificate
8. Autopsy Report
9. Passport or ID copy of the deceased Filipino
10. Passport or ID copy of the informant
11. Payment of USD 25\* (*for the Report of Death*); USD 25\* (*for the affidavit of delayed registration, if applicable*); and USD 25\* for the issuance of Consular Mortuary Certificate

#### **LEGAL CAPACITY TO CONTRACT MARRIAGE (LCCM)**

(*Personal appearance of the couple is a **MUST** and applicants should bring copies of all the requirements.*)

##### **For the Filipino applicant**

1. Application form
2. Original DFA-Apostilled PSA Birth Certificate
3. Valid Passport
4. Valid Passport or ID of the Foreign fiancé/e
5. Payment of USD 25\* (*for each documents for notarization*) and USD 25\* (*for the LCCM Certificate*)

##### **Additional Requirements**

###### **If Single**

1. Original DFA-Apostilled PSA Certificate of No Marriage (CENOMAR)
2. For applicants who are 18-20 yrs old- Affidavit of consent from the parents. If parents are in PH, affidavit must be apostillized by DFA.
3. For 21-25 yrs old, Advice from the parents. If parents are in PH, affidavit should be apostillized by DFA.

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***If Annulled/Divorced***

1. DFA-Apostilled PSA Marriage Certificate or Report of Marriage with annotation on Annulment/Recognition of Foreign Decree on Divorce;
2. DFA-Apostilled Court Order and Finality

***If Widowed***

1. DFA-Apostilled PSA Marriage Certificate/Report of Marriage
2. DFA-Apostilled PSA Death Certificate of deceased spouse
3. Death Certificate of foreign spouse with English translation

**MARRIAGE LICENSE**

1. Application form
2. Joint Affidavit to Contract Marriage
3. Original DFA-Apostilled PSA Birth Certificate
4. Valid Passport
5. Three (3) passport-sized photos
6. Payment of USD 25\* (for each documents for notarization);  
USD 25\* (for the Issuance of a Marriage License);  
USD 25\* (for the Issuance of Solemnization of Marriage);  
USD 25\* (for the Issuance of a Marriage Contract); and  
USD 25\* (for the Report of Marriage).

IMPORTANT: A notice of application for a marriage license will be posted for ten (10) days. Thereafter, the marriage license may be issued.

***Additional Requirements for Marriage License***

***If Single***

1. Original DFA-Apostilled PSA Certificate of No Marriage (CENOMAR)
2. For applicants who are **18-20** yrs old- Affidavit of consent from the parents. If parents or legal guardian are in PH, affidavit must be apostilled by the DFA.
3. For **21-25** yrs old - Advice from the parents or legal guardian. If parents or guardian are in PH, affidavit should be apostilled by DFA; If such advice is not obtained or is unfavorable, the marriage license shall not be issued till after 3 months following the completion of the publication of the application of the marriage license.
4. Marriage Counseling Certificate issued by a minister, counselor or any qualified authority. Original DFA-Apostilled PSA Certificate of No Marriage (CENOMAR)

***If Annulled/Divorced***

1. DFA-Apostilled PSA Marriage Certificate or Report of Marriage with annotation on Annulment/Recognition of Foreign Decree on Divorce
2. DFA-Apostilled Court Order and Finality

***If Widowed***

1. DFA-Apostilled PSA Marriage Certificate /Report of Marriage
2. DFA-Apostilled PSA Death Certificate of deceased spouse
3. Death Certificate of foreign spouse with English translation

**SOLEMNIZATION OF MARRIAGE**

1. Contracting parties should appear in a formal attire
2. Presence of at least two witnesses
3. Contracting parties to provide their own wedding rings

**NOTARIAL SERVICES**

**SPECIAL POWER OF ATTORNEY (SPA) for SINGLE/TWO PERSONS**

1. Personal Appearance of the Affiant/s
2. Original Document to be notarized/acknowledged plus copy
3. Valid Passport and copy
4. Payment of USD 25\*

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#### **AFFIDAVIT FORM (SINGLE/JOINT AFFIDAVIT)**

1. Personal Appearance of the Affiant/s
2. Original Document to be notarized/acknowledged plus copy
3. Valid Passport and copy
4. Payment of USD 25\*

#### **AFFIDAVIT OF SUPPORT AND CONSENT**

1. Personal Appearance of the Affiant/s
2. Original Document to be notarized/acknowledged plus copy
3. Valid Passport and copy
4. Proof of financial capacity (*if any*)
5. Payment of USD 25\*

#### **AFFIDAVIT OF CONSENT TO TRAVEL FOR MINOR CHILDREN**

1. Personal Appearance of the Affiant/s
2. Original Document to be notarized/acknowledged plus copy
3. Valid Passport and copy
4. Proof of affinity such as birth and marriage certificates
5. Payment of USD 25\*

#### **AFFIDAVIT OF LOST PASSPORT**

1. Personal Appearance of the Affiant/s
2. Original Document to be notarized/acknowledged plus copy
3. Copy of Lost Philippine passport
4. Police report (*if any*)
5. Payment of USD 25\*

#### **Additional Requirements for REPORT OF BIRTH (as applicable):**

**AFFIDAVIT OF TWO DISINTERESTED PERSONS**  
**AFFIDAVIT FOR DELAYED REGISTRATION**  
**AFFIDAVIT TO USE THE SURNAME OF THE FATHER**  
**AFFIDAVIT OF ADMISSION OF PATERNITY**  
**SWORN ATTESTATION**  
**JOINT AFFIDAVIT OF LEGITIMATION**

1. Personal Appearance of the Affiant/s
2. Original Document to be notarized/acknowledged plus copy
3. Valid Passport and copy
4. Payment of USD 25\*

#### **NBI CLEARANCE**

1. NBI clearance application form
2. Two 2 pcs. of 2x2 photos with white background, and submit a photocopy of the data page of their passport or other valid identification card/s, preferably with photos and signatures of the applicant.
3. Execute SPA to process NBI clearance application in Manila. Photocopy of valid identification needed as an attachment.
4. Payment of USD 25\* (*for notarization of completed NBI application form*) and USD 25\* (*for the SPA*)

## **VISA SERVICES**

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#### **9(A) TEMPORARY VISITOR'S VISA (Tourist/Business)**

1. Accomplished visa application form (*lodge the application through visa.gov.ph*)
2. Copy of passport (*valid for at least 6 months*)
3. Valid resident/working permit (if foreign resident)
4. Flight details and itinerary
5. Hotel information/reservation in the Philippines
6. Invitation letter (*if any*) or letter explaining the reason of visiting the Philippines
7. Bank Statement (*Checking/Saving account*) duly certified by the bank manager
8. A letter from the company/office requesting the issuance of visa and also stating the nature and duration of the trip
9. Payment of Visa Fee (*non-refundable if visa is not issued*)

#### **9(C) SEAFARER'S VISA**

1. Duly accomplished non-immigrant visa application form.
2. Recent passport size photograph, colored with white background
3. Original machine readable passport with minimum validity of 6 months beyond the intended stay in the Philippines
4. Photocopy of the passport's data page
5. Seaman's book and photocopy of its data page
6. Printed airline booking or itinerary of travel showing date of arrival in the Philippines
7. Letter from the company indicating the name of the vessel to be joined and the place/port where the applicant will join the vessel
8. Proof of Accommodation – if any
9. Payment of Visa Fee (*non-refundable if visa is not issued*)

#### **9(C) CREW LIST VISA (FSC-37-2020 dated 14 September 2020)**

1. Scanned copies of duly accomplished FA Form No.2 with photo (per seafarer)
2. Duly accomplished FA Form No. 61 (Excel Format) with the e-signatures of the Agent /Representative in Part E and of the Captain/Master in Part F
3. Scanned copies of passport data pages of foreign seafarers
4. Scanned copy of the letter from the shipping company
5. Payment of applicable fees including bank/wire charges:
  - Crew Members of not more than 40: USD 100
  - Crew Members from 41 to 100: 150 USD
  - Crew Members from 101 to 200: 200 USD
  - In excess of 200 crew members: 250 USD
  - Express Processing Fee: 10 USD

#### **Crew List Visa Application Procedure**

1. Above requirements to be sent via email to:  
[ankarape.crewlistvisa@gmail.com](mailto:ankarape.crewlistvisa@gmail.com)
2. Crew List visa will be issued after five (5) days or after two (2) days for those who will pay expedite processing fee and receipt of the applicable fee;
3. Embassy will send advance copy of the Visa Crew List to DFA-OCA Visa Division copy furnished the Local Manning Agency (LMA), the ship's agent or their authorized representative;
4. Hard copies of the visas to be claimed by the LMA, the ship agent or the authorized representative for submission to the Bureau of Immigration

## **CERTIFICATE OF REGISTRATION OF OVERSEAS FILIPINOS**

#### *Embassy IDs*

1. Duly-accomplished certificate of registration form
2. One piece of a recent photo with white background

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3. Photocopy of the data page of valid Philippine passport

### **PH CITIZENSHIP RETENTION and RE-ACQUISITION**

#### **I. List of Requirements:**

1. Personal Appearance
2. Duly-accomplished Application Form-attached 3 photos (2\*2 w/ white background)
3. Original and copy of PSA Birth Certificate or Report of Birth (ROB) (if born abroad)
4. Original and copy of PSA Marriage Certificate or Report of Marriage (PSA)
5. Naturalization Certificate or Affidavit stating how foreign citizenship was acquired (duly notarized)
6. Current passport plus photocopy
7. Philippine passport plus photocopy

#### **II. Additional Requirements for Minor Derivatives (17 years old and below)**

1. Child's Birth Certificate
2. Foreign passport
3. 3 pieces photos (2\*2 with white background)

#### **III. Processing Fee**

1. 50 USD for each primary applicant (cash)
2. Additional 25 USD for each minor child

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