

# HOW TO APPLY FOR CIVIL REGISTRY REPORT OF BIRTH/MARRIAGE/DEATH & MORTUARY CERTIFICATE

## 1. COMPLETE YOUR DOCUMENTS AT HOME

- Get a **list of requirements (ROB, ROM and ROD)** from [www.philippinessanfrancisco.org](http://www.philippinessanfrancisco.org). Download and print the list.
- **Complete** the requirements (originals) in the checklist. Incomplete documents cannot be processed.
- Make **photocopies** of all originals.
- Print the **application form** from the website and fill it up.

## 2. VISIT THE CONSULATE OR MAIL YOUR APPLICATION

- At the lobby, go to the kiosk and **get a C-ticket** (one ticket per customer).
- Proceed to the Ground Floor Consular Section and wait for your number to be called.
- Wait for your number on the screen.
- Approach the **Information Desk**. Present your ticket and your documents (original and photocopies).
- Your documents will be checked. If **incomplete**, you will be asked to return with the missing documents.
- Head to the **Cashier** and pay the fee (\$25 per report)

## 3. RELEASE OF DOCUMENTS

- After payment, please return at your designated release time or you may stay in the waiting area for the release of your documents (3-4 hours). You can also leave and return to the following day for pick-up.
- **In a rush?** We can mail your document to you. Please provide a [self-addressed envelope](#).