

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. 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, **get a A-ticket** (one ticket per customer).
- Head to the **2nd floor**.
- 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.
- Proceed to the **6th floor**.
- Head to the **Cashier** (Aisle 1) to pay the fee (\$25 per report).
- [Can't come to the Consulate?](#)

3. RELEASE OF DOCUMENTS

- You may stay in the waiting area for the release of your documents (3-4 hours). You can also leave and return at 5pm or the following day for pick-up.
- **In a rush?** We can mail your document to you. Please provide a [self-addressed stamped envelope](#)