

Consular Outreach Reminders

Before you go

Set an appointment.

Consular outreach missions are on a per-appointment basis. Please check the consular outreach schedule at <http://www.philippinesanfrancisco.org/philippines-sf/consular-outreach-sf> for the contact details to set your next appointment.

Fill out and complete all forms before you arrive.

Save time and download the necessary forms you need prior to your visit. Please make sure that all applications are filled out and completed with the required signatures. You can access all consular forms by visiting our website: www.philippinesanfrancisco.org

Bring all required documents.

Each service has its own set of personal document requirements. This could mean bringing original, certified true copies, and/or photocopies of each document. Please visit our website, www.philippinesanfrancisco.org to check exactly what you need to bring for each service.

Bring the right amount of money.

The consulate only accepts postal money order, cashier's check and cash. Personal checks, personal money orders, and credit cards will not be accepted. Applications will not be processed until the required fee is paid.

Thank you for your cooperation.

We are pleased to be of service to you!

Passports

Passport Renewals

Passports that will expire in the next 6 months can no longer be used to travel. The Consulate General advises all Philippine passport holders to renew their passports at least 9 months before expiration. Please allow up to 8 weeks for the entire process up to release of the passport to applicant.

All Filipino citizens applying for passports at the Consulate General no longer need to submit photographs. Photos, together with fingerprints and signature, will be taken on-site. All passport applicants, regardless of age, are required to **appear personally**.

Requirements:

- Duly-accomplished passport application form, typed or printed legibly in black or blue ink.
- Latest passport.
- One photocopy of each of the data page/s of the passport; i.e. pages 1-3 for the brown passport or page 1 for the green passport.
- Photocopy of any valid ID where the middle name is fully spelled out, such as state ID, driver's license, birth certificate, marriage certificate, or baptismal certificate, if applicant's last passport is the brown one.
- Philippine NSO birth certificate, if born in the Philippines, or a photocopy of the Report of Birth, if born abroad. Applicants may apply for a NSO birth certificate online at www.ecensus.com.ph. Delivery to the US may take 6-8 weeks.
- Proof that applicant has not applied for foreign citizenship, e.g. resident alien card (green card).
- Self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice, if passport is to be mailed back.
- For minors below 18 years of age, a duly-accomplished passport application form making sure that the Affidavit of Consent to Travel portion in the form is signed by the minor's parent/s.
- For minors born abroad applying for a passport for the first time, a duly-accomplished passport application form and report of birth.
- For Married Women - Report of Marriage (if marriage was solemnized abroad) or NSO Marriage Certificate (if marriage was solemnized in the Philippines)
- If Passport is to be mailed back, a self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice, must be provided.

ePassport Processing Fee - \$60.00 (non-refundable), payable in cash, or money order, bank draft, certified check or cashier's check, made payable to "Philippine Consulate General". Personal checks and credit cards are not accepted.

Note: The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.

Replacement of Lost Passport

- Personal appearance and interview.
- Duly accomplished application form signed by applicant, or in case of minor below 18 years old, signed by the parent or legal guardian. Make sure to fill out the "Affidavit of Loss" portion on the form.
- For minor children below 18 years old applying for replacement of lost passport and unaccompanied by both parents, a notarized Affidavit of Consent to Travel issued by either one of the parents.
- Duly notarized Affidavit of Loss giving details of circumstances surrounding the loss of the passport.
- Police Report, if lost passport is still valid and in case passport was lost as a result of robbery, theft, or similar circumstances.
- Original and one photocopy of Birth Certificate issued by the National Statistics Office (NSO) in security paper (with seal or NSO logo appearing on the upper left corner), barcode and signature. You may secure one by requesting a family member in Manila to secure one for you or apply online through www.ecensus.com.ph.
- Original or certified true copy and one photocopy of each additional document that may be required by the consular officer such as baptismal certificate, seaman's book, etc.
- Photocopy of a state ID, driver's license, permanent resident alien card, or any other valid photo identification.
- Photocopy of latest Philippine passport that was lost.
- If unable to produce photocopy of the lost passport, or lost passport was not issued by the Embassy/Consulate General where applicant is applying:
 - Original and one photocopy of Birth Certificate issued by the Philippine National Statistics Office (NSO) in security paper for those born 1950 and onwards.
 - Certification of Non-Availability of Birth Record from NSO, for those born before 1950.
 - Copies should bear the seal or NSO logo on the upper left corner, barcode and signature. You may secure one by requesting a family member in Manila to secure one for you or apply online through www.ecensus.com.ph.
- For Married Women - Report of Marriage (if marriage was solemnized abroad) or NSO Marriage Certificate (if marriage was solemnized in the Philippines). You may apply online for a marriage certificate through www.ecensus.com.ph.
- If Passport is to be mailed back, a self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice, must be provided.

Lost Passport Processing Fees

For Lost Green Manual/Machine-Readable Passport: \$100

For Lost ePassport: \$160

A 15-day waiting period, on top of the 6-week processing period, will be imposed if the lost passport is unexpired, and if the passport was not issued by the Consulate General in San Francisco.

Note: The Philippine Embassy/Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.

Authentication/ Acknowledgement

Any legal document issued in the U.S. must first be acknowledged or authenticated ('consularized') by the Philippine Embassy/Consulate General in order for that document to have any legal validity in the Philippines. Each "consularized" document will bear the seal of the Consulate General and the signature of the authenticating officer. The Philippine Consulate General does not assume responsibility for the contents of the document.

Examples of these documents are Special Power of Attorney, General Power of Attorney, Affidavit, Certification, Deed of Donation, Deed of Sale, Extra-judicial Settlement of Estate; U.S. Government-issued documents, such as Birth Certificate, Death Certificate, Marriage Certificate, Divorce Decree, etc.; and those issued by private institutions, such as Transcript of Records, Medical Records, Licenses, Certificates of Training, etc.

Procedure and Requirements

I. Acknowledgement of powers of attorney, affidavits and other legal instruments

- Principals (the persons executing the document) must **appear personally** at the Consulate to sign the document. For those who cannot personally appear at the Consulate, please follow the Procedures outlined under Item II.
- The following documents must be submitted:
 - the original and one (1) photocopy of each document;
 - photocopies of the principal's valid ID (e.g., State ID, driver's license or passport) for each original and photocopy of the document submitted.

II. Authentication of notarized documents (for principals who cannot appear in person)

- The document must be duly notarized by a local notary;
- The applicant must obtain a "Certificate of Notary" by submitting or presenting the notarized document to:
 - The Local County Clerk for documents notarized by notaries commissioned in Northern California;
 - The Office of the Secretary of State for documents notarized by notaries commissioned in Colorado, Idaho, Montana, Northern Nevada, Oregon, Washington States and Wyoming; or
 - The Office of the Lieutenant Governor, for documents notarized by far notaries commissioned in Alaska and Utah.
- Once the above requirements are completed, the principal representative may submit the original and one (1) photocopy of the notarized and certified document to the Consulate for processing.

III. Authentication of state or county-issued certificates and documents

- Birth/Death/Marriage Certificates, Police Clearance Certificates, Court Documents, Official School Transcript of Records, etc.
 - The original or a certified copy of the document must be obtained from the issuing office. Make sure the name and title of the signing official are readable.
 - Said original or certified copy, and one (1) photocopy of each must be submitted to the Consulate for processing.

Processing Fee - \$25.00 (non-refundable) per document, payable in cash, or money order, bank draft, certified check or cashier's check, made payable to "Philippine Consulate General". Personal checks and credit cards are not accepted.

If the document will be sent by mail:

- Cover letter (handwritten or typewritten) addressed to the Consular Section, indicating service/transaction requested and complete contact details (telephone number, postal address, email address).
- Documents must be notarized by a Notary Public and signature of the Notary Public must be verified by the County Clerk and/or the Secretary of State where the Notary Public is registered/commissioned.
- Include a self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice, if document is to be mailed back.
- Processing fee of \$25 non-refundable, payable in money order, bank draft, certified check or cashier's check. Personal checks and credit cards are not accepted. **Please do not enclose cash.**

Civil Registry

Reporting Births of Children of Filipino Citizens

Requirements

- Five (5) original duly accomplished Report of Birth Forms executed by one of the parents or the attending physician. When birth is reported in person, it will be sworn to before a consular officer. If sent through mail, the portion for witnesses must be duly-filled out and the form must be notarized.
- One (1) original or certified true copy and five (5) copies of child's Certificate of Birth (original will be returned).
- One (1) original or certified true copy and five (5) copies of Marriage Certificate of the parents (original will be returned).
- Affidavit of Acknowledgment of the Paternity and Permission to Use Father's Surname executed by the father and duly notarized, if parents are not married and the father's surname is being used by the child.
- One (1) original or certified true copy and five (5) copies of proof of Philippine citizenship of either parent at time of birth of the child such as Philippine passport (original will be returned), and photocopies of alien registration card, for green card holders.
- If only one parent is a Filipino at the time of child's birth, the non-Filipino parent must submit five (5) photocopies of a government-issued identification card or passport.
- For parents who are dual citizens, four (4) photocopies of Order of Approval or Petition for Reacquisition of Philippine Citizenship, indicating the name of the child as a minor-beneficiary of the parent's re-acquisition of Philippine citizenship.
- If applicable, four (4) photocopies of U.S. Naturalization Certificate of parent(s).
- Affidavit of Delayed Registration of Birth, duly notarized, when reporting the birth a year or more after its occurrence.
- If parents are not married and the mother's surname will be used by the child, submit one (1) original and four (4) copies of Notarized Affidavit of Illegitimacy
- If parents were married after the child's birth, submit one (1) original and four (4) copies of Notarized Affidavit of Legitimation
- Self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service; or with pre-paid mailing envelope from private courier of choice, if Report of Birth is to be mailed back.

Reporting a Marriage Contracted Outside the Philippines (between Filipinos or a Filipino and a Foreign National)

Requirements

- Five (5) original duly-accomplished Report of Marriage (ROM) Contracted Abroad form, signed by both husband and wife. Wives should use their maiden name in filling out the ROM form. Spouses should also use their age at the time of marriage, not their current age at the time of filing the ROM. If submitting by mail, the completed forms must be notarized.
- One (1) original or certified true copy and four (4) copies of the Marriage Certificate or Contract (original will be returned).
- Five (5) copies of a government-issued identification cards or passport of both husband and wife.
- Five (5) photocopies of Philippine birth certificate of Filipino spouse.
- Self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice, if Report of Marriage is to be mailed back.
- Processing fee of \$25.00 non-refundable, payable in cash, or money order, bank draft, certified check or cashier's check. Personal checks and credit cards are not accepted.
- **IF FILIPINO SPOUSE WAS PREVIOUSLY MARRIED AND DIVORCED, OR PREVIOUSLY MARRIED AND MARRIAGE WAS SUBSEQUENTLY ANNULLED**
 - If divorced/previous marriage is annulled by a foreign court, the foreign judgement must be recognized by a Philippine Court. Present one (1) original and five (5) copies of the Annotated Marriage Certificate issued by the NSO.
 - If previous marriage is annulled in the Philippines, present one (1) original and five (5) copies of the final order issued by the Philippine RTC and one (1) original and five (5) copies of the Annotated Marriage Certificate issued by the NSO.
- **IF THE FILIPINO SPOUSE IS A WIDOW/WIDOWER**
One (1) original or certified true copy and five (5) photocopies of Death Certificate of deceased spouse (original will be returned).

The Consular Officer reserves the right to require additional proof or documents from an applicant, to prove his/her citizenship or identity pursuant to the Philippine Passport Law (R.A. 8239) and the Foreign Service Act. (R.A. 7157).

Report of Death and/or Consular Mortuary Certificate

Mortuary Certificates are issued when remains or the cremated remains of a deceased (Filipino or foreigner) are to be transported to the Philippines.

Requirements

- One (1) original copy and four (4) photocopies of the duly-accomplished Report of Death application form, signed by the representative (if deceased is a Filipino citizen). If submitting by mail, form should be notarized.
- One (1) original copy and four (4) photocopies of the Certificate of Death issued by the State Department of Health.
- Five (5) copies of the Itinerary, to include full flight details and mode of transportation.
- Five (5) photocopies of the deceased's identification card or passport.
- If deceased is no longer a Filipino citizen, reduce the number of photocopies by one.
- Self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice, if Consular Mortuary Certificate is to be mailed back.

Additional requirements for human remains

- One (1) original and four (4) photocopies of notarized certificate issued by the Mortuary Director that the body was properly embalmed and that
- the casket contains only the body of the deceased.
- One (1) original and four (4) photocopies of the Certificate of No Contagious Disease issued by the State Department of Health.
- One (1) original and four (4) photocopies of the Burial Transit Permit.
- Name, address, and contact number of the receiving funeral parlor in the Philippines.

Additional requirements for cremated remains

- One (1) original and four (4) photocopies of notarized certificate issued by the Mortuary Director that the body was properly cremated and that the urn contains only the remains of the deceased.
- One (1) original and four (4) photocopies of the Certificate of Cremation issued by the Crematory.
- Five (5) photocopies of identification documents (passport, driver's license, etc.) of the person who will travel with the urn.
- For information about Report of Death and Shipment of Remains, please visit **www.philippinessanfrancisco.org**

Processing fees:

Filipino - \$50.00; US Citizen - \$25.00, non refundable and payable in cash, money order, bank draft, certified check or cashier's check, payable to "Philippine Consulate General." Personal checks and credit cards are not accepted.

CIVIL REGISTRY BY MAIL

- You may send your documents in a self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice, must be provided.
- Enclose the appropriate processing fee, as above. **Please do not send cash.**

Dual Citizenship

What is Republic Act No. 9225?

Republic Act No. 9225, otherwise known as the Citizenship Retention and Reacquisition Act of 2003, declares that natural-born citizens of the Philippines who acquired foreign citizenship through naturalization shall be deemed not to have lost their Philippine citizenship.

Who are qualified?

Only natural-born citizens of the Philippines who have become citizens of another country by reason of naturalization may retain or re-acquire their Philippine citizenship under this Act.

How do I prove that I am a natural-born Filipino?

Natural-born Filipino citizens are those who are citizens of the Philippines from birth without having to perform any act to acquire or perfect their Philippine citizenship. The following are considered as natural-born Filipino citizens:

- A person born on or after 17 January 1973, and one or both parents were Filipino citizens on the birth date;
- A person born on or after 14 May 1935 and the father was a Filipino citizen, or if the father was not, the mother was a Filipino citizen and the person elected Philippine citizenship (upon reaching the age of majority) pursuant to the provisions of the 1935 Constitution;
- A person born prior to 14 May 1935 and at least one parent was an inhabitant and resident of the Philippines.

Will my application for dual citizenship under R.A. 9225 affect my U.S. citizenship?

Prospective applicants for dual citizenship under R.A. 9225 are advised to visit and read the contents of the website of the U.S. Department of State which contains information about current U.S. government policy on dual nationality, or to seek legal advice from a U.S. immigration lawyer.

Requirements:

- Completely fill out and submit two (2) application forms entitled "Application for Retention/Re-Acquisition of Philippine Citizenship" (form provided at the Consulate, or may be downloaded from its website, www.philippinesanfrancisco.org).
- Present the original copy and submit two (2) photocopies of the following:
 - Primary documents
 - NSO Philippine birth certificate;
 - Old Philippine Passport;
 - Marriage Contract (if married in the Philippines) indicating the Philippine citizenship of the applicant;
 - Supporting documents (if applicable)
 - Voter's affidavit or voter's identification card; or
 - A former natural-born citizen, who was born abroad, shall present a copy of the Report of Birth issued by the Philippine Embassy or Consulate and, in applicable cases, the original copy of the Birth Certificate by competent foreign authorities.
 - Such other documents that would show that the applicant is a former natural-born citizen of the Philippines as may be acceptable to the evaluating officer.
- Present the original copy and submit two (2) photocopies of the applicant's Foreign (US) Certificate of Naturalization.
- Present the original copy and submit two (2) photocopies of the applicant's US Passport.
- In case such Certificate of Naturalization is unavailable, execute an affidavit (form provided) explaining how foreign citizenship was acquired, and why said Certificate cannot be presented. This affidavit has to be notarized.
- If the applicant's name appearing in the birth certificate or other document mentioned in #2 is different from that indicated in the applicant's Certificate of Naturalization, foreign passport and other documents: a) execute an affidavit (form provided) explaining such difference and b) present original copies of at least two (2) public or private documents showing the correct name of the applicant (photocopies of which to be submitted).
- **For each of the applicant's qualified minor unmarried children below eighteen (18) years of age**, present the original copy and submit two (2) photocopies of the following:
 - The child's NSO birth certificate; and
 - The child's foreign passport
- Attach to the application form three (3) recent and identical 2"x2" photographs (white background) showing the front view. The beneficiary children are also required to submit three (3) 2"x2" photographs.
- If the applicants are a Bureau of Immigration (BI)-registered alien, submit the original ACR and ICR/CRTV, or in its absence, an affidavit explaining the loss of said documents.

Processing fee: US\$50.00 for the principal application and US\$25.00 for each child-beneficiary. The payment may be in cash, bank draft or money order payable to the Philippine Consulate General.

After payment, applicants are reminded to sign the Oath of Allegiance and Identification Certificate (IC) prepared by the Consulate and also affix thumbprints in the spaces provided in the IC.

All approved/completed applications and supporting documents, including oath of allegiance, order of approval, ACR and ICR/CRTV, if any, are forwarded to the Bureau of Immigration (BI) in Manila.

Consular Contact Details

- Consular Address

447 Sutter Street, 6th Floor, San Francisco, CA 94108

- Consular Service Hours

9:00am to 4:30pm (Monday - Friday)

- Email

Passports: passport1@philippinesanfrancisco.org

Dual citizenship: dual@philippinesanfrancisco.org

Visa: visa@philippinesanfrancisco.org

Civil registry: civil@philippinesanfrancisco.org

Authentication and Notarials: legal@philippinesanfrancisco.org

General inquiries: info@philippinesanfrancisco.org

- Consular Trunkline: (415) 433-6666

Passports: local 317

Authentication & Notarials: local 305

Civil Registry: local 327

Visa: local 307

General inquiries: local 300