



PHILIPPINE EMBASSY IN CANBERRA

CITIZEN'S CHARTER



I. Mandate:

Republic Act No. 7157, otherwise known as “Philippine Foreign Service Act of 1991”, gives mandate to the Department of Foreign Affairs to implement the three pillars of Philippine Foreign Policy, as follows:

1. Preservation and enhancement of national security;
2. Promotion and attainment of economic security;
3. Protection of the rights and promotion of the welfare and interest of Filipinos overseas

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:

We are an organization of competent, dedicated and highly motivated personnel, who adhere to the highest ethical standards of government service, and who devote our energies for the benefit of the Filipino people.

We have a highly responsive system which ensure effective delivery of services.

Our personnel are our greatest asset and are committed to delivering quality service to the Filipino people. In pursuit of these goals, we pledge to:

Deliver prompt, efficient and courteous service utilizing a highly responsive system manned by competent, dedicated and highly motivated personnel;

Formulate procedures that comply with service standards which ensure effective delivery of service to the Filipino people;

Assist our countrymen anytime and anywhere in the Philippines and around the world;

Continue improvements of existing procedures and explore new ones for the betterment of the service;

Adapt world-class norms and standards from both local and international service regulations;

Respond to clients’ complaints at the soonest possible time through the DFA Action Center and take corrective measures;

Empower the public through 24/7 access to information on our policies, programs, activities and services;

Serve and protect the rights of Filipinos in the Philippines and abroad



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Consular Section

External Services

1 Application for New Passport

Application for new ePassport applies to:

1. Those who have never acquired a Philippine passport;
2. Those who are minors;
3. Those who have recently re-acquired Philippine Citizenship under RA 9225; and
4. Those whose previous passports are Brown Passports, Green Passports, Machine Readable Passports (issued from 2007 to 2010) or any older Passports.

Philippine Embassy accepts applicants by a Department's Global Online Appointment System (GOAS) (<https://www.passport.gov.ph/appointment>) and opened on a monthly basis.



Transaction time below does not include release of passports. For passport applications, the processing time takes a minimum of six (6) weeks. Applicants are advised to submit their applications for passport at least (8) eight months before the expiration of their current passport to avoid travel inconveniences.

Philippine passports may be renewed as early as one (1) year before the expiry date.

Office or Division:	Consular Section
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizens

CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE

1. Personal Appearance after obtaining online appointment.
 Note: Minors must be accompanied by either parent or authorized adult companion.
2. Present printed application form, email confirmation on the date of the appointment.
3. Original and photocopy of Philippine Birth Certificate issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>) or Report of Birth issued by the Philippine Embassy for minors.
4. Original and photocopy of current passport or any valid Government-issued ID (For adults only)
5. Photocopy of Australian Visa
6. Additional requirements:
 - 6.1 For Minors
 - 6.1.1 If parents are married, original and photocopy of parents' Philippine Marriage Certificate issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)

If parents are married but not accompanying the minor, the accompanying adult must submit a notarized Special Power of Attorney executed by the parent/s and present passport or valid government ID. (On notarization process, please see page 45)



If parents are not married, the minor must be accompanied by mother. If mother is not available, the accompanying adult must submit a notarized Special Power of Attorney executed by the mother and present passport or valid government ID. (On notarization process, please see page 45)

6.1.2 Photocopy of Passport or any valid Government-issued ID of both parents

6.2. For Filipino Dual Citizens under RA 9225 (New Applicants)

6.2.1 Original last Philippine Passport and photocopy of its data page

6.2.2 Original and photocopy of Reacquisition/Retention of Philippine Citizenship documents (Identification Certificate, Order of Approval and Oath of Allegiance) which were provided to clients during the oath taking ceremony

6.2.3 Original and copy of Birth Certificate from Philippine Statistics Authority (PSA)

6.2.4 Photocopy of Australian/New Zealand Passport

6.3. For Married Applicants

6.3.1. If married in the Philippines, original and photocopy of Marriage Certificate issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)

6.3.2. If married in Australia, Original and photocopy of Report of Marriage issued by the Philippine Embassy (To apply for a Report of Marriage, please see page 37). If Report of Marriage is more than six (6) months old, original and photocopy of Philippine Marriage Certificate issued by the Philippine Statistics Authority (PSA) is required.

6.3.3. If marriage is annulled, original and photocopy of Philippine Marriage Certificate with annotations that the marriage has been dissolved issued by the Philippine Statistics Authority (PSA).

6.3.4. If widowed, 1) original and photocopy of Philippine Marriage Certificate issued by the Philippine Statistics Authority (PSA) and, 2) original and photocopy of Death Certificate of spouse issued by the Philippine Statistics Authority (PSA)



- 6.3.5. If divorced and recognized by Philippine courts, original and photocopy of the Marriage Certificate with annotations that a Philippine Court has recognized the foreign divorce decree, and photocopy issued by Philippine Statistics Authority.
- 6.3.6. If divorced by Shariah court, original and photocopy of Divorce Decree from Shariah Court and Joint Affidavit executed by two Imams who witnessed the divorce declaration.

Note: The Embassy reserves the right to require additional documents as deemed necessary.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the confirmed appointment from the DFA Global Appointment System (GOAS) and the printed application form Applicants are encouraged at least 10 mins before the appointments	Consular Assistant receives documents and checks if complete. If complete, documents will be given to passport processor If incomplete, documents will be returned to applicant to complete		3 mins (excludes waiting time)	Consular Assistant
2. Pay passport fee by cash or card	Finance Officer receives payment and issues receipt	A\$108.00	2 minutes (excludes waiting time)	Finance Officer
3. Proceed to Passport Section	Process the application and ask the applicant for the payment Encode the applicant's personal information and scan documents for electronic file.		8 minutes for each applicant (excludes waiting time)	Consular Assistant



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	<p>Capture applicant's photo and biometrics.</p> <p>After Capturing/ Encoding, ask the applicant to check the information on the monitor and sign on the signature pad.</p> <p>Provide applicant with information sheet on releasing of passport</p>			
	TOTAL		13 minutes excluding waiting time	



2 Application for Renewal of Passport

Application for renewal of ePassport applies to adults whose most recent passports were issued in 2011 and after.

For all minors, please refer to page 5 and comply with requirements for Application for New Passport.

Philippine Embassy accepts applicants by a Department's Global Online Appointment System (GOAS) (<https://www.passport.gov.ph/appointment>) and opened on a monthly basis.

Transaction time below does not include release of passports. Processing of ePassport applications takes six (6) weeks. Applicants are advised to file their applications for passport at least (8) eight months before the expiration of their current passport to avoid travel inconveniences.

Philippine passports may be renewed as early as one (1) year before the expiry date.

Office or Division:	Consular Section
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizens

CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE

1. Personal Appearance
2. Printed application form, email confirmation on the date of the appointment
3. Original and photocopy of current passport (data page)
4. Photocopy of Australian Visa
5. Original and photocopy of any valid Government-issued ID (if passport is expired or lost)
6. Additional requirements:
 - 6.1. For Filipino Dual Citizens under R.A. 9225
 - 6.1.1. Original and photocopy of Reacquisition/Retention of Philippine Citizenship documents and photocopies (Identification Certificate, Order



of Approval and Oath of Allegiance) which were provided during the oath taking ceremony

during

6.2. For married applicants

- 6.2.1. If married in the Philippines, Original and photocopy of Marriage Certificate issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)
- 6.2.2. If married in Australia, Original and photocopy of Report of Marriage issued by the Philippine Embassy (To apply for a Report of Marriage, please see page 37). If Report of Marriage is more than six (6) months old, original and photocopy of Philippine Marriage Certificate issued by the Philippine Statistics Authority (PSA) is required.
- 6.2.3. If marriage is annulled, Original and photocopy of Philippine Marriage Certificate with annotations that the marriage has been dissolved issued by Philippine Statistics Authority (PSA)
- 6.2.4. If widowed, 1) Original and photocopy of Philippine Marriage Certificate issued by the Philippine Statistics Authority (PSA) and 2) Original and photocopy of Death Certificate of spouse issued by the Philippine Statistics Authority (PSA)
- 6.2.5. If divorced and recognized by Philippine courts, original and photocopy of Marriage Certificate with annotations that a Philippine Court has recognized the foreign divorce decree, and photocopy issued by Philippine Statistics Authority.
- 6.2.6. If divorced by Shariah court, Original and photocopy of Divorce Decree from Shariah Court and Joint Affidavit executed by two Imams who witnessed the divorce declaration.
- 6.2.7. If the woman opts to retain maiden name, a Marriage Contract is not required

6.3 For those with mutilated passport

- 6.3.1 Affidavit of Mutilation to be executed at the Embassy



- 6.3.2 Original and photocopy of Philippine Birth Certificate issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)

NOTE: Applicant must surrender mutilated passport

6.4. Replacement of Lost Valid Passport

- 6.4.1. Photocopy of lost passport.
- 6.4.2. Original and photocopy of Philippine Birth Certificate issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)
- 6.4.3. Original and photocopy of Philippine Marriage Certificate if lost passport is under married name. (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)
- 6.4.4. Notarized Affidavit of Loss. (On notarization process, please see page 45)
- 6.4.5. Original and photocopy of the Police Report (If lost passport is not yet expired)

Note: The Embassy reserves the right to require additional documents as deemed necessary.

- 6.5. Replacement of Lost Expired Passport
- 6.5.1. Photocopy of lost passport.
- 6.5.2. Original and photocopy of Philippine Birth Certificate issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)
- 6.5.3. Original and photocopy of Philippine Marriage Certificate if lost passport is under married name. (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)
- 6.5.4. Notarized Affidavit of Loss. (On notarization process, please see page 45)
- 6.5.5. Original and photocopy of the Police Report (If lost passport is not yet expired)



Note: The Embassy reserves the right to require additional documents as deemed necessary.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Present the confirmed appointment from the DFA Global Appointment System (GOAS) and the printed application form</p> <p>Applicants are encouraged at least 10 mins before the appointments</p>	<p>Consular Assistant receives documents and checks if complete.</p> <p>If complete, documents will be given to passport processor</p> <p>If incomplete, documents will be returned to applicant to complete</p>		<p>3 mins (excludes waiting time in-between steps)</p>	<p>Consular Assistant</p>
<p>2. Pay passport fee by cash or card</p>	<p>Finance Officer receives payment and issues receipt</p>	<p>A\$108.00</p>	<p>2 minutes (excludes waiting time in-between steps)</p>	<p>Finance Officer</p>
<p>3. Proceed to Passport Section</p>	<p>Process the application and ask the applicant for the payment</p> <p>Encode the applicant's personal information and scan documents for electronic file.</p> <p>Capture applicant's photo and biometrics.</p> <p>After Capturing/ Encoding, ask the applicant to check the information on the monitor and sign on the signature pad.</p>		<p>8 minutes for each applicant (excludes waiting time in-between steps)</p>	<p>Consular Assistant</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	Provide applicant with information sheet on releasing of passport			
	TOTAL		13 minutes excluding waiting time	

3 Passport Release

Release of new passports takes a minimum of six (6) weeks. The applicants will notify by email if the passport is ready for release or pick-up through the Embassy's Appointment System.

Office or Division:	Consular Section
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizens who applied for passports with the Philippine Embassy in Canberra

CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE

1. For applicants claiming passports at the Philippine Embassy in Canberra
 - 1.1. Old Philippine passport;
 - 1.2. Official Receipt
 - 1.3. Additional requirements if designated representative will collect on your behalf:
 - 1.1.3 Notarized Special Power of Attorney;
 - 1.1.4 Valid ID of the representative
2. For applicants requesting passport to be mailed to their residence/ work:
 - 2.1. Old Philippine passport (if not cancelled at time of application;



- 2.2. Photocopy of Official Receipt
- 2.3. Self-addressed stamped return envelope (registered or express post platinum envelope)

Note: The Embassy reserves the right to require additional documents as deemed necessary.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPLICANT CLAIMING IN PERSON				
1. The applicant will present the receipt and the old passport	Consular Assistant locates passport and meets applicants		1 minute per applicant (excludes waiting time in-between steps)	Consular Assistant
2. Receives new passport, verified if all details are correct and sign on signature page	Requests applicant to verify details and sign on signature page		3 minutes for each applicant	Consular Assistant
	TOTAL		4 minutes excluding waiting time	
APPLICANT CLAIMING BY MAIL/ POST				
1. The applicant will be notified by email if their passport is ready for release				Consular Assistant passport@philembassy.org.au
2. Send the old passport to the Embassy by mail	Receives documents and gives these to the Consular Assistant Consular Assistant locates passport, check details and sends via mail/post within 2 days			Records Officer Consular Assistant passport@philembassy.org.au



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	after receipt of old passport Delivery times will vary depending on postal service selected by applicant and location			



4 Travel Document

Filipinos who are in immediate need to travel to the Philippines but hold expired Philippine passports or who have lost their Philippine passports and cannot wait for the issuance of a replacement passport, can apply for a Travel Document that is valid for one-way direct travel to the Philippines.

The Travel Document cannot be used for travel to destinations other than the Philippines, and a new passport must be applied for in the Philippines. Validity of the travel document is thirty (30) days from the date of the issuance

Office or Division:	Consular Section
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizens who applied for passports with the Philippine Embassy in Canberra

CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE

1. Accomplished Travel Document Form
<https://dms.philembassy.org.au/index.php/website/download-forms/travel-document/48-travel-document-application-form/file>
2. Four (4) passport-size photographs with white background
3. Original Philippine passport and certified true copy of data page
4. Copy of travel itinerary or airline ticket
5. Affidavit of Explanation indicating the reason for applying for Travel Document signed by the Notary Public (for notarization process, please see page 45)
6. Photocopy of Australian Visa
7. Original and photocopy of valid Government-issued ID
8. Additional requirements:



8.1. Is passport was lost:

8.1.1 Original and photocopy of Philippine Birth Certificate issued by Philippine Statistics Authority (PSA)

8.1.2 If lost passport is under married name, original and photocopy of Philippine Marriage Certificate and photocopy issued by Philippine Statistics Authority (PSA)

8.1.3 Original and photocopy Police Report

8.1.4 Notarized Affidavit of Loss (for notarization process, please see page 45)

8.2 If applying by mail:

8.2.1 Pre-paid self addressed stamped return envelope (if applying by mail)

8.2.2 Postal money order or bank cheque A\$54.00 made payable to the Philippine Embassy

Note: The Embassy reserves the right to require additional documents as deemed necessary.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN APPLICANT				
1. Present complete requirements to the Passport Officer	Passport Officer receives documents and evaluates documents If complete, Passport Officer informs applicant of payment process		3 minutes (excludes waiting time between steps)	Consular Assistant passport@philembassy.org.au
2. Pay travel document fee by cash or card	Finance Officer receives payment and issues receipt	A\$ 54.00	2 Minutes (excludes waiting time between steps)	Consular Assistant passport@philembassy.org.au
	Passport Officer encodes the transaction in the digital file of Consular Services obtain a corresponding Service Number			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	<p>Prepares Travel Document for signature of Consular officer</p> <p>Releases completed Travel Document within 3 days after receipt of application</p>			
3. Releasing: applicant will present the receipt and any valid ID	Consular Assistant locates travel document		1 minute per applicant (excludes waiting time in-between steps)	Consular Assistant
4. Receives travel document, verified if all details are correct and sign on signature page	Requests applicant to verify details and sign on signature page		1 minute for each applicant	Consular Assistant
	TOTAL		7 minutes excluding waiting time	
APPLICANT BY MAIL/ POST				
Send complete documents to Philippine Embassy 1 Moonah Place Yarralumla ACT 2600	<p>Mailing officer receives documents and gives them to passport officer</p> <p>Finance Officer receives payment and issues receipt</p> <p>Passport Officer encodes the transaction in the digital file of Consular Services obtain a corresponding Service Number</p>	A\$ 54.00		<p>Consular Assistant</p> <p>passport@philembassy.org.au</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	<p>Prepares Travel Document for signature of Consular officer</p> <p>Travel Document is ready for release within 3 days after receipt of application, excluding delivery time.</p> <p>Delivery times will vary depending on location</p>			



5 Dual Citizenship

Republic Act No. 9225, otherwise known as the Citizenship Retention and Reacquisition Act of 2003, declares that natural born Filipinos who were naturalized in other countries could re-acquire or retain their Philippine citizenship after undergoing the procedure provided for under the law. R.A. 9225 took effect on September 17, 2003 and is also commonly referred to as the Dual Citizenship Act.

Philippine citizenship is reacquired by taking the Philippine oath of allegiance before a duly authorized Philippine official. This does not require one to renounce his allegiance to any other country.

The Philippine Embassy accepts walk-in applicants on a first come first serve basis during business hours, Mondays to Fridays, 9:00am – 4:00pm, excluding public holidays. Waiting times may vary depending on volume of clients.

Office or Division:	Consular Section
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Eligible former Filipino citizens and their minor dependents if parent/s were Filipino citizens at the time of birth.

CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE

1. Completed application form

For Adults

Two original accomplished Petition for Dual Citizenship forms

<https://dms.philembassy.org.au/index.php/website/consular/r-a-9225/389-ra9225-petition-under-oath-form/file>

For Minor Dependents of Adult Applicant

One accomplished Identification Certificate application form for each dependent

<https://dms.philembassy.org.au/index.php/website/download-forms/other-consular-services/54-application-form-for-identification-certificate/file>

2. Original and two certified true copies of Philippine Birth Certificate with Registry Number issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)

3. Two certified true copies of data page of old Philippine passport

4. Two certified true copies of certificate of Australian citizenship

5. Two certified true copies of data page of passport Australian passport



6. Colored photos with the following specifications.

For Adults

Four (4) passport-sized colored photo with white background taken within the last three months

For Minor Dependents of Adult Applicant

Three (3) passport-sized colored photos of each dependent with white background taken within the last three months

7. Additional requirements:

7.1. For married/previously married applicants

- 7.1.1. If married in the Philippines, Original and photocopy of Marriage Certificate issued by the Philippine Statistics Authority (PSA) (To order online visit <https://www.psaserbilis.com.ph/Default.aspx>)
- 7.1.2. If married in Australia, original and two (2) certified copies of the Report of Marriage issued by the Philippine Embassy (To apply for a Report of Marriage, please see page 37)

If Report of Marriage is more than six (6) months old, original and two (2) certified copies of Philippine Marriage Certificate issued by the Philippine Statistics Authority (PSA).
- 7.1.3. If marriage is annulled, original and two (2) certified copies of Philippine Marriage Certificate with annotations that the marriage has been dissolved issued by the Philippine Statistics Authority (PSA).
- 7.1.4. If widowed, 1) original and two certified true copies of Philippine Marriage Certificate issued by the Philippine Statistics Authority (PSA) and, 2) original and two certified true copies of Death Certificate of spouse issued by the Philippine Statistics Authority (PSA)
- 7.1.5. If divorced and recognized by Philippine courts, original and two certified true copies of Marriage Certificate with annotations that a Philippine Court has recognized the foreign divorce decree, issued by the Philippine Statistics Authority (PSA).
- 7.1.6. If divorced in Australia, original and two certified true copies of marriage certificate and final divorce decree issued by the Australian court.
- 7.1.7. If divorced by Shariah court, original and two certified true copies of Divorce Decree from Shariah Court and Joint Affidavit executed by two Imams who witnessed the divorce declaration.



7.2 If the applicant's name in the Philippine birth certificate differs in the Certificate of Naturalization or Australian Passport, notarized Affidavit to explain the change in name and an official document that bears the current name. (On notarization process, please see page 45)

8. Cash or credit card payment if applying in person. Postal money order or bank cheque payment made payable to the Philippine Embassy if applying by mail/post.

Adult applicant	AU\$90.00
Minor dependent	45.00

Note: The Embassy reserves the right to require additional documents as deemed necessary.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK IN CLIENTS				
1. Proceed to counter and present complete requirements to the Dual Citizenship officer Proceed to waiting area and wait to be called	Checks the applicant's application form if the data entries are correct based on the applicant documents. Dual Citizenship Officer assesses the applicant's eligibility to apply for dual citizenship and informs him/her of the result of the assessment		3-6 Minutes Excluding waiting time	Dual citizenship officer dualcitizenship@philembassy.org.au
2. Pay passport fee by cash or card	Receives payment and issues receipt Encodes to record the transaction in the Log Book of Consular Services obtain a corresponding Service Number	Adult applicant A\$ 90.00 Dependent A\$ 45.00	2 minutes	Finance Officer
3. Book oath-taking schedule	Provide applicant with the options for schedule of oath taking		2 minutes to confirm oath taking schedule	Dual Citizenship Officer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	CONTACTABLE
	<p>Book the applicant on the date that is mutually acceptable. Applicant can leave afterwards and return on the chosen date of oath-taking. Encodes the required information in the matrix of Dual Citizenship; print the Identification Certificate; Order of Approval and Oath of Allegiance documents;</p> <p>Encodes the applicant's data information in the monthly report of dual citizenship matrix;</p> <p>Prepares the documents closer to the date of the oath-taking;</p> <ul style="list-style-type: none"> - Order of Approval - Identification Certificate - Oath of Allegiance 			dualcitizenship@philembassy.org.au
	TOTAL		7-10 minutes excluding waiting time	
APPLICATIONS SENT BY MAIL/POST				
<p>1. Send complete requirements to 1 Moonah Place Yarralumla ACT 2600</p>	<p>Mailing officer receives applications by post and logs in database. Mailing officer gives these to the Dual Citizenship Officer</p> <p>Checks the applicant's application form if the data entries are correct based on the applicant documents.</p>	<p>Adult applicant A\$ 90.00</p> <p>Dependent A\$ 45.00</p>		<p>Mr. Lazarus de Luna cbrpe@philembassy.org.au</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE
	<p>Assesses the applicant's eligibility to apply for dual citizenship</p> <p>Calls/ emails the applicant to inform him/her the result of the assessment</p> <p>Finance Officer processes payment via postal money order or bank cheque and gives receipt to Dual Citizenship Officer</p>			
<p>2. Applicant receives information on status of application</p>	<p>Dual citizenship officer sends letter by mail/post confirming eligibility for dual citizenship with receipt for payment 3 days upon receipt of application if requirements are complete</p>			<p>Ms. Emily Reyes</p> <p>Dual Citizenship Officer</p>
<p>3. Applicant sends email to dualcitizenship@philembassy.org.au or call (02) 6273 2535 to book oath-taking schedule</p>	<p>Provide applicant with the options for schedule of oath taking</p> <p>Book the applicant on the date that is mutually acceptable</p> <p>Encodes the required information in the matrix of Dual Citizenship; print the Identification Certificate; Order of Approval and Oath of Allegiance documents;</p> <p>Encodes the applicant's data information in the monthly report of dual citizenship matrix;</p>			<p>Ms. Emily Reyes</p> <p>Dual Citizenship Officer</p> <p>dualcitizenship@philembassy.org.au</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PROCESSIBLE
	Prepares the documents closer to the date of the oath-taking; Documents to be prepared: - Order of Approval - Identification Certificate - Oath of Allegiance			
OATH TAKING				
1. Proceed to counter and inform receptionist of schedule of oath taking Checks all entries, signs documents and affixes thumbprints	Dual Citizenship Officer provides documents to applicants for checking, signing and affixing thumbprints Provides documents to Administering Officer for signature		7 minutes excluding waiting time in-between steps	Ms. Emily Reyes Dual Citizenship Officer dualcitizenship@philembassy.org.au
2. Oath taking at Conference Room	Administering Officer conducts oath and Q and A session		10 - 20 minutes	Ms. Emily Reyes Dual Citizenship Officer
3. Proceed to Consular Section to receive original documents	Photocopies of the three documents Encodes the applicant's data information in the monthly report of Dual Citizenship Folder Scans the applicant's complete set of documents Release to the applicant the originals of the Identification Certificate, the Order of Approval and the Oath of Allegiance		1 minute	Ms. Emily Reyes Dual Citizenship Officer dualcitizenship@philembassy.org.au



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PROCESSIBLE
	TOTAL		18-28 minutes excluding waiting time	



6 Temporary Visitor's Visa 9(A)

The Department of Foreign Affairs, through its Philippine diplomatic and consular establishments, is responsible for the administration abroad of Philippine immigration laws and regulations.

Aliens wishing to enter the Philippines need to apply for a visa to the Philippines. A visa means an endorsement made on a passport or travel document by the consular officer denoting that the visa application has been properly examined and that the holder is permitted to proceed to the Philippines. The visa thus issued is not a guarantee that the holder will be admitted into the country. Admission of aliens is a function of the immigration authority at the port of entry.

Office or Division:	Consular Section
Classification:	Complex Transaction
Type of Transaction:	Government to Foreign nationals
Who may avail:	Foreign nationals travelling to the Philippines

CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE

FOREIGN NATIONALS WHO WILL ENTER THE PHILIPPINES WITH A VISA

9 (a) (Temporary Visitor) Visa Applications

Please click this link to access the Online Visa Application System (OVAS)

- <https://www.visa.gov.ph>.

Once the application is submitted, the applicant will receive a visa application receipt confirmation. The applicant will then contact the Embassy's Visa Section for the next steps, which may include submission of additional documentary requirements, the conduct of an interview, among others.

1. Current Passport or Travel Document valid for at least six months from the date of the anticipated entry into the Philippines
2. Postal money order or bank cheque payable to the Philippine Embassy based on the fees below:

9(a) Temporary Visitor's Visa	
Single entry valid for 3 months	AU\$ 54.00
Multiple entry for 6 months	108.00
Multiple entry for 1-year	162.00

Temporary Visitor's Visa for Chinese nationals	
Single entry valid for 3 months	45.00
Multiple entry for 3 months	90.00

Multiple entry for 6 months	180.00
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3. Additional requirements per visa category/purpose of visit:



9(a-1) Visa for Business

For Business Owners:

- Tickets or flight reservation (entry and exit)
- Invitation letter from the Philippine government/private entity or endorsement from a chamber of commerce (recognized by the host government) in the country where the business is located.
- Proof of business operations/income e.i. business permit/license or registration, bank statement of the latest six (6) months or tax payments
- Hotel accommodation or proof of lodging

For Employees:

- Certificate of Employment in a managerial level or higher
- Tickets or flight reservation (entry and exit)
- Invitation letter from a Philippine government/private entity
- Endorsement letter from the applicant's company
- Employment certificate with remuneration or letter of guarantee from the company/sponsor
- Hotel accommodation or proof of lodging

9(a-2) Visa for Tourism or Leisure Visitors

- Tickets or flight reservation (entry and exit)
- Proof of financial capacity (any of the following)
 - Bank statement of the latest six (6) months
 - Employment certificate with remuneration
 - Proof of business income
 - Letter of guarantee from the sponsor with proof of financial capacity
- Itinerary
- Copy of visa in Australia or Permanent residency in Australia
- Hotel accommodation or proof of lodging
- For minors not travelling with a parent/guardian (additional requirement)

9(a-3) Visa for Medical Treatment Visitors

- Tickets or flight reservation (entry and exit)
- Acceptable letter or confirmation of treatment or appointment from a Philippine medical or wellness institution
- Proof of financial means (any of the following)
 - Bank statement of the latest six (6) months
 - Pay slip for the latest six (6) months or employment certificate with remuneration (for employees)
 - Pension statements of the latest six (6) Employment certificate with remuneration
 - Proof of business income
 - Letter of guarantee from the sponsor with proof of financial capacity
- Health insurance policy (if any)
- Hotel accommodation or proof of lodging
- For escort: Letter from the sending medical or wellness institution assigning the foreign national to escort the patient
- For minors not travelling with a parent/guardian (additional requirements)

9(a-4) Visa for Yachtsmen/Sailors

- Letter from the owner/captain indicating the following:



- Port or area of entry
- Date of entry and period of stay
- List of crew and passengers
- Particulars of the vessels:
 - Type
 - Name
 - Registration
 - Call sign
- Boat insurance policy
- Cargo manifest
- Character reference/shipping agent in the Philippines (if any)
- For Minors not travelling with a parent/guardian (additional requirements)
 - Letter of permission from a parent/guardian

9(a-5) Visa for Filmmaking Visitors

- Tickets or flight reservation (entry and exit)
- Letter of request addressed to the International Press Center
- Background of film outfit
- Curriculum Vitae of the filmmaker, including a shortlist of work credits
- Synopsis/storyline of the film
- Itinerary of activities
- List of members of the crew with designations (if any)
- Employment certificate or contract from the film outfit
- List of equipment with certification from the film outfit that said equipment will be re-exported at the end of the trip to the Philippines
- Hotel accommodation or proof of lodging

9(a-6) Visa for Journalism Visitors

- Tickets or flight reservation (entry and exit)
- Letter of request addressed to the International Press Center
- Background of media organization, or of contracting media organization (for freelance journalists)
- Curriculum Vitae of the newsman/journalist, including a shortlist of work credits
- Copy of one published article/work of journalist
- Synopsis/storyline/purpose of the news
- Itinerary of activities
- List of members of the crew with designations (if any)
- Employment certificate or contract from the media company
- List of equipment with certification from the media organization that said equipment will be re-exported at the end of the trip to the Philippines
- Hotel accommodation or proof of lodging

9(a-7) Visa for Athletic and Performing Arts Visitors

- Tickets or flight reservation (entry and exit)
- Letter of request from the applicant's team, group, or organization
- Invitation letter from the organizer of the event
- Endorsement letter from Philippine Sports Commission, Philippine Olympic Committee, games and Amusement Board, or a national sporting association duly recognized by the PSC/POC/GAB (for athletes)
- Endorsement letter from the Local Government Unit where the venue of the event is located (form performers)
- Contract or agreement with the organizer, including promotional materials



- Itinerary of activities
- Proof of financial means or letter of guarantee from the sponsor.
- List of members of the crew with designations (if applicable)
- Employment certificate or contract from the media company
- List of equipment with certification from the media organization that said equipment will be re-exported at the end of the trip to the Philippines
- Hotel accommodation or proof of lodging
- For Minors (additional requirements): Letter of permission from a parent/guardian

9(a-8) Visa for Visitors with Other Purposes

For Visitors with Other Purposes

- Tickets or flight reservation (entry and exit)
- Proof of financial capacity
- Documents relative to the purpose of visit
- Hotel accommodation or proof of lodging
- Letter of request from the applicant's team, group, or organization
- For Minors (additional requirements): Letter of permission from a parent/guardian

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
APPLICATIONS RECEIVED BY MAIL/POST WHEN VISA IS APPROVED THROUGH OVAS				
1. Send complete requirements to Philippine Embassy 1 Moonah Place Yarralumla ACT 2600	<p>Mailing officer receives applications by post and logs in database</p> <p>Gives these to the Visa Officer</p> <p>Visa officer ensures the visa application form submitted is the one which was approved through OVAS/PVMS</p> <p>Checks if the passport is valid for at least six months beyond the intended period of stay, not damaged or mutilated, with enough pages for visa sticker and immigration arrival and departure stamps.</p> <p>Checks the requirements are complete and in order.</p> <p>Officer approves the visa through PVMS</p>			<p>Mr. Lazaro de Luna cbrpe@philembassy.org.au</p> <p>Ms. Emily Reyes Visa Officer visa@philembassy.org.au</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PR NG TIME	PERSON RESPONSIBLE
	<p>Visa Officer to process payment for issuance of official receipt.</p> <p>Visa Officer to print the visa stickers, make a photocopy and encode the visa data in the matrix of visa report.</p> <p>Visa officer informs applicant that visa/passport is ready for release</p>			
RELEASE OF VISAS				
<p>1. Receives email and/or call for release date</p>	<p><u>For Non-restricted nationals:</u> For a stay in the PH of more than 30 days, the application shall be approved within 3 days if there are no issues to the visa application being lodged through OVAS and if all supporting documents are complete</p> <p><i>For early applications, Visa can only be issued minimum of 2 weeks before the intended travel to prevent issues on travel validity.</i></p> <p>Documents are given to Consular Officer for signing</p> <p><u>For Restricted Nationals:</u> Sends communication to DFA for clearance to issue visa</p> <p>Upon receipt of visa authority letter from the OCA-DFA, Visa Office will process the payment and print the visa stickers; affixes the visa sticker to the passport; encode the information to the matrix of daily report of visa issuance for the month</p>		<p>For non-restricted nationals, 3 days but cannot be issued earlier than 2 weeks before intended travel</p> <p>For restricted nationals (single-entry), additional 5 days for DFA clearance</p> <p>For restricted nationals (multiple-entry), will depend on receipt of clearance from DFA</p>	<p>Ms. Emily Reyes Visa Officer</p> <p>visa@philembassy.org.au</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PR NG TIME	PERSON RESPONSIBLE
	<p>Prepares visa for signing of consular officer</p> <p>Photocopy the visa sticker; Releases to the applicant the passport with visa; request the applicant to receive the passport with visa by signing on the application form if claiming in person</p> <p>If sending by mail, photocopy the visa sticker; prepares the return envelope and insert the passport with visa in a Zip Lock and insert it in the applicant's return envelope.</p>			

6 Foreign Government Official and Members of International Organizations Visa 9(e)

The Department of Foreign Affairs, through its Philippine diplomatic and consular establishments, is responsible for the administration abroad of Philippine immigration laws and regulations.

Aliens wishing to enter the Philippines need to apply for a visa to the Philippines. A visa means an endorsement made on a passport or travel document by the consular officer denoting that the visa application has been properly examined and that the holder is permitted to proceed to the Philippines. The visa thus issued is not a guarantee that the holder will be admitted into the country. Admission of aliens is a function of the immigration authority at the port of entry.

Office or Division:	Consular Section
Classification:	Complex Transaction
Type of Transaction:	Government to Foreign nationals
Who may avail:	Foreign government officials travelling to the Philippines
CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE	
(Requirements)	
<ol style="list-style-type: none"> 1. Original valid passport 2. Accomplished visa application form 3. One recently taken photo 4. Tentative itinerary or flight details 5. Third Person Note 	



6. Copy of marriage certificate, birth certificate for spouse/children

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
FOR 9E VISAS				
<p>1. Proceed to counter and present complete requirements</p> <p>If complete requirements are submitted, applicant leaves Embassy and waits for update/approval information</p>	<p>Receives documents and gives these to the Visa Officer</p> <p>Ensures the visa application form is properly filled out, signature of the applicant is affixed and 1 recent photo is attached, with passport and a Note from DFAT</p> <p>Visa officer drafts fax letter to OCA and waits for approval</p> <p>Informs client of approval and release process</p>		5-10 minutes	<p>Ms. Emily Reyes Visa Officer visa@philembassy.org.au</p>

RELEASE OF VISAS				
<p>1. Receives email and/or call for release date</p>	<p>Upon receipt of visa authority letter from the OCA-DFA, Visa Office will process the payment and print the visa stickers; affixes the visa sticker to the passport; encode the information to the matrix of daily report of visa issuance for the month</p> <p>Prepares visa for signing of consular officer</p> <p>Photocopy the visa sticker; Releases to the applicant the passport with visa; request the applicant to receive the passport with visa by signing on the application form if claiming in person</p>		<p>For non-restricted nationals, 3 days but cannot be issued earlier than 2 weeks before intended travel</p> <p>For restricted nationals (single-entry), additional 5 days for DFA clearance</p>	<p>Ms. Emily Reyes Visa Officer visa@philembassy.org.au</p>



	<p>If sending by mail, photocopy the visa sticker; prepares the return envelope and insert the passport with visa in a Zip Lock and insert it in the applicant's return envelope.</p>			
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7 13(A) Non-Quota Immigrant Visa

The Department of Foreign Affairs, through its Philippine diplomatic and consular establishments, is responsible for the administration abroad of Philippine immigration laws and regulations.

Aliens wishing to enter the Philippines need to apply for a visa to the Philippines. A visa means an endorsement made on a passport or travel document by the consular officer denoting that the visa application has been properly examined and that the holder is permitted to proceed to the Philippines. The visa thus issued is not a guarantee that the holder will be admitted into the country. Admission of aliens is a function of the immigration authority at the port of entry.

Office or Division:	Consular Section
Classification:	Highly Technical Transaction
Type of Transaction:	Government to Foreign nationals
Who may avail:	Foreign nationals travelling to the Philippines

CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE

1. Current Passport valid for at least six months from the date of the anticipated entry into the Philippines.
2. Duly Accomplished Visa application form (Form No.3)
 - 1. <https://dms.philembassy.org.au/index.php/website/download-forms/visa-application/40-immigrant-visa-application-quota-or-non-quota/file>
 - 1. If sending by mail/ post, Justice of the Peace/ Notary Public must witness your signature on the second page of the application form
3. Four (4) passport-size Photos (2 pieces) of good quality and signed at the back
4. Apostilled copy of birth certificate of the applicant
5. If married, certified true copy of marriage certificate.
6. Police clearance issued by the Australian Federal Police apostilled by the Australian Department of Foreign Affairs and Trade (DFAT).
7. Proof of Medical clearance, specifically:
 1. Medical certificate FA Form No. 11 completed by the authorized physician
 - 1. <https://dms.philembassy.org.au/index.php/website/download-forms/visa-application/41-medical-certification/file>



2. X-ray Film in CD form
3. Laboratory test
8. Documentary evidence of financial capability, specifically:
 1. Letter from the bank
 2. Certified true copy of land title
 3. Certified true copy of investment certificates.
9. If applicant is a minor, an affidavit of support and consent must also be submitted
10. In case the applicant is a former Philippine citizen or has lost Philippine citizenship because of marriage to an alien, the following evidence of former Philippine citizenship must be submitted:
 1. Old Philippine passport
 2. Certified true copy of birth certificate
 3. Certificate of naturalization
11. In case the applicant is married to a Filipino citizen:
 1. Certified true copies of marriage certificate
 2. Data page of spouse's Philippine passport.
12. If sending application by mail/post, money order of Bank cheque of AUD270.00 payable to the Philippine Embassy

Note: The Embassy reserves the right to require additional documents as deemed necessary.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONSIBLE
1. Proceed to counter and present complete requirements to the Visa Officer If complete requirements are submitted, applicant leaves Embassy and waits for update/approval information	Visa officer ensures the visa application form is properly filled out, signature of the applicant is affixed and 1 recent photo is attached If requirements are complete, Visa Officer will process the payment and print the visa stickers; affixes the visa sticker to the passport; encode the information to the matrix of daily report of visa issuance for the month Prepares visa for signing of consular officer	AU\$ 270.00	5-10 minutes	Ms. Emily Reyes Visa Officer visa@philembassy.org.au



	<p>Photocopy the visa sticker; Releases to the applicant the passport with visa; request the applicant to receive the passport with visa by signing on the application form if claiming in person</p> <p>Informs client of approval and release process</p> <p>If sending by mail, photocopy the visa sticker; prepares the return envelope and insert the passport with visa in a Zip Lock and insert it in the applicant's return envelope.</p>			
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8 Report of Marriage

A Filipino citizen who is married in Australia must report their marriage to the Philippine Embassy in Canberra for the marriage to be registered in the Philippines.

Office or Division:	Consular Section
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizens who married in Australia
CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE	



1. Four (4) original Accomplished Report of Marriage Form
<https://dms.philembassy.org.au/index.php/website/download-forms/other-consular-services/50-report-of-marriage-form/file>
 - 1.1. If by mail, item no. 20 – below the signatures of the informants of the form should be notarized (for notarization process, see page 45);
2. Original Philippine birth certificate from the Philippine Statistics Authority (PSA) of Filipino spouse and four (4) certified true copies.
3. Four (4) Certified True Copies stamped by the Justice of the Peace (JP) of Marriage Certificate issued by the Civil Registry of Births, Marriages and Death from the Australian State/territory where the marriage took place
4. Four (4) Certified True Copies of Wife's data page of passport;
5. Four (4) Certified True Copies of Husband's data page of passport;
6. Self-addressed stamped mailing envelope or registered/express post envelope
7. If applying by mail, postal money order or bank cheque A\$45
8. Additional requirements:
 -
 - 8.1. For delayed registration (if application is done more than one (1) year after the date of Marriage)
 - 8.1.1. Affidavit of Delayed Registration of Report of Marriage
<https://dms.philembassy.org.au/index.php/website/download-forms/affidavit-and-spa/263-affidavit-of-late-registration-of-marriage/file>
Affidavit must be notarized (for notarization process, see page 45);
 - 8.1.2. Original Certificate of No Record of Marriage (CENOMAR) issued by the Philippine Statistics Authority (PSA) (To order online <https://www.psaserbilis.com.ph/Default.aspx>)
 - 8.2. If applicant was previously married but now is divorced:
-



8.2.1. Original Philippine marriage certificate with annotation issued by the Philippine Statistics Authority (PSA)
(To order online <https://www.psaserbilis.com.ph/Default.aspx>)

8.2.2. Original Philippine Court Decision or RTC Certificate of Finality (CTC issued by the RTC)

8.3 If applicant was previously married but now is ANNULLED:

8.3.1. Original Philippine marriage certificate with annotation issued by the Philippine Statistics Authority (PSA) (To order online <https://www.psaserbilis.com.ph/Default.aspx>)

8.3.2. Philippine Court Decision or RTC Certificate of Finality (CTC issued by the RTC)

8.4. If applicant was previously married but now is WIDOWED:

8.4.1 Original Philippine marriage certificate with late spouse issued by the Philippine Statistics Authority (PSA) (To order online <https://www.psaserbilis.com.ph/Default.aspx>)

8.4.2 If spouse is a Filipino, original Philippine death certificate of the late spouse issued by the Philippine Statistics Authority (To order online <https://www.psaserbilis.com.ph/Default.aspx>) or if spouse is Australian/Foreigner, four (4) Certified True Copies stamped by the Justice of the Peace of death certificate with registration number issued by the Australian Civil Registry Office

Note: The Embassy reserves the right to require additional documents as deemed necessary.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN APPLICANT				
1. Proceed to counter and present complete requirements to the Civil Registry Officer	Receives documents and evaluates the documents submitted. Checks the applicant's application form if the		5 mins excluding waiting time	Civil Registry Officer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	<p>data entries are correct based on the applicant documents. If incomplete, checklist is provided to applicant</p> <p>If complete, processes payment and informs client of release date within 3 working days</p> <p>It may be suggested that if the applicant is willing to wait within the day, the document may be released with an additional payment of A\$18</p>			
2. Pay fee by cash or card	<p>Receives payment and issues receipt</p> <p>Encodes transaction in the database of Consular Services, obtain a corresponding Service Number and Document No.</p>	A\$45	3 minutes excluding waiting time	<p>Finance Officer</p> <p>Civil Registry Officer</p>
<p>3. If claiming in person, present receipt</p> <p>If applicant chooses that the</p>	<p>Releases document</p> <p>(Normal processing time - 3 days</p> <p>If applicant paid expedite fee, document will be released within 24 hours)</p> <p>If release by mail, document including originals are packed in a self-addressed envelope for mailing to applicant</p>		2 minutes excluding waiting time	<p>Civil Registry Officer</p> <p>civilregistry@philembassy.org.au</p>



9 Report of Birth

The birth of a child born to any Filipino parent in Australia must be reported to the Philippine Embassy within 1 year after the date of birth. If reported after 1 year, the registration is deemed delayed. The birth may nevertheless be recorded upon the determination of the consular officer of satisfactory evidence on the authenticity of the report. In these cases, the person who executed the report shall furnish the Embassy with an explanation surrounding the delay in reporting the birth.

Office or Division:	Consular Section
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizen born in Australia
CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE	



1. Four (4) original Accomplished Report of Birth Form with original signature of parent/s
<https://dms.philembassy.org.au/index.php/website/download-forms/other-consular-services/49-report-of-birth-form/file>
 - 1.1. If sending by mail, the item no. 20 – below the signatures of the informants, the form should be notarized (for notarization process, see page 45) ;
2. Four (4) certified true copies of issued by Australia Registry of Births
3. Original and four (4) certified true copies of Mother's original Philippine birth certificate issued by the Philippine Statistics Authority (PSA) (To apply online, visit <https://www.psaserbilis.com.ph/Secure/OnlineApplication.aspx>)
4. Four (4) certified true copies of data page of mother's passport
5. Four (4) certified true copies of data page of father's passport
6. If the Report of Birth at the Embassy is submitted 1 year after the child's birth
 - 6.1. One (1) original Affidavit of Late Registration of Birth (for notarization process, see page 45);
<https://dms.philembassy.org.au/index.php/website/download-forms/affidavit-and-spa/267-affidavit-of-late-registration-of-birth/file>
7. If parents are married:
 - 7.1. If married in the Philippines, four (4) certified true copies of Philippine marriage certificate issued by the Philippine Statistics Authority (PSA) (To apply online, visit <https://www.psaserbilis.com.ph/Secure/OnlineApplication.aspx>)
 - 7.2. If married in Australia, four (4) certified true copies of Marriage Certificate with registration number issued by the Civil Registry and four (4) certified true copies of Report of Marriage issued by the Philippine Embassy/Consulate.
8. If the parents are not legally married:
 - 8.1. One (1) original NSO-authenticated birth certificate of mother; and
 - 8.2. One (1) original Affidavit of Illegitimacy (for notarization process, see page 45)
<https://dms.philembassy.org.au/index.php/website/download-forms/affidavit-and-spa/266-affidavit-of-illegitimacy/file>
9. If the parents are not legally married but opt to use the surname of the father, the following Legal Instruments, are required, under Republic Act (R.A.) 9255:



9.1. **Four (4) original Affidavit of Admission of Paternity (AAP)** executed by the Father (for notarization process, see page 45)
<https://dms.philembassy.org.au/index.php/website/download-forms/affidavit-and-spa/268-affidavit-of-admission-of-paternity-aap/file>

9.2. If the father's whereabouts is unknown, a **Personal Handwritten Instrument (PHI, such as a personal letter)** written by the father which states his acknowledgement of his paternity of the child and **copy of the father's identification** (such as passport)

9.3. **Four (4) original Affidavit to Use Surname of the Father** executed by the Mother (for notarization process, see page 45)
<https://dms.philembassy.org.au/index.php/website/download-forms/affidavit-and-spa/269-affidavit-to-use-the-surname-of-the-father-ausf/file>

9.4. **Four (4) Certificates of Registration, for the Legal Instruments submitted, to be issued by the Embassy**

10. If sending by mail:

10.1. Money order or bank cheque of A\$45 payable to the Philippine Embassy in Canberra

10.2. Self-addressed stamped mailing envelope or registered/express post envelope

Note: The Embassy reserves the right to require additional documents as deemed necessary.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN APPLICANT				
1. Proceed to counter and present complete requirements to the Civil Registry Officer	Receives documents and evaluates the documents submitted Checks the applicant's application form if the data entries are correct based on the applicant's documents.)		5 mins. (Applicant waits while Civil Registry Officer processes application. If there are	Civil Registry Officer



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	<p>If incomplete, checklist is provided to applicant</p> <p>If complete, processes payment and informs client of release date within 3 working days. <i>(It may be suggested that if the applicant is willing to wait the document may be released within 24 hours with an expedite fee of A\$18)</i></p>		several applicants at the same time, waiting time may vary)	
2. Pay fee by cash or card	<p>Receives payment and issues receipt</p> <p>Encodes to record the transaction in the Log Book of Consular Services obtain a corresponding Service No. and Document No.</p>	A\$45	3 minutes	<p>Finance Officer</p> <p>Civil Registry Officer</p>
3. If claiming in person, present receipt	<p>Releases document</p> <p>(Normal processing time - 3 days)</p> <p>If applicant paid expedite fee, document will be released within 24 hours)</p> <p>If release by mail, document including originals are packed in a self-addressed envelope for mailing to applicant after 3 days (excludes time documents are in transit by mail)</p>		2 minutes	<p>Civil Registry Officer</p> <p>civilregistry@philembassy.org.au</p>
	TOTAL		10 minutes	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
APPLICATIONS SENT BY MAIL/POST				
1. Send complete requirements to Philippine Embassy 1 Moonah Place Yarralumla ACT 2600	Receives applications from post and logs in database Gives these to the Civil Registry Officer			Mailing Officer
	Checks the applicant's application form if the data entries are correct based on the applicant documents. If incomplete, checklist is provided to applicant by call or email If complete, processes payment. Encodes transaction to Consular database and obtain a corresponding Service no. and Document no.			Civil Registry Officer
2. Receives document by mail	Sends to applicant personal copy of the Report of Birth using return envelope after 3 days (excludes time documents are in transit by mail.)			Civil Registry Officer



10 Notarials

Documents that will be used in the Philippines that are executed, signed, or issued in Australia must *either* bear a *consular notarization* from the Philippine Embassy/Consulates or an *Apostille Certificate* from the Australian Department of Foreign Affairs and Trade (DFAT) in order for the documents to have legal effect in the Philippines.

Documents that need to be executed and signed in the presence of a consular official may be notarized/consularized by the Philippine Embassy/Consulate. The notarized document will have a covering page, ACKNOWLEDGEMENT or JURAT, and Embassy seal.

Please note that Australian public documents, or documents issued by Australian government agencies, for use in the Philippines do not need to be legalized at the Philippine Embassies/Consulates anymore. They need to be submitted to the Australian Department of Foreign Affairs and Trade (DFAT) to be “apostillized” by DFAT, then it can be sent to the Philippines directly.

Office or Division:	Consular Section
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino/Foreign citizens
CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Personal Appearance 2. Original and photocopy of document/s to be notarized with sample templates in https://www.philembassy.org.au/download 3. Original valid passport and copy of data page 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESS-ING TIME	PERSON RESPONS-IBLE
<ol style="list-style-type: none"> 1. Arrives at his/her appointment date and time with complete documents / requirements <p>Proceeds to the Counter and present the documents and valid passport or driver's license</p> <p>Sign the document/s and write and date and place of</p>	<p>The Consular Assistant examine/process the documents and checks if complete.</p> <p>If incomplete, documents will be returned to applicant to complete</p> <p>If in order, advised the client to sign and write the date and place on the documents</p>		5 minutes (excludes waiting time in between steps or if documents need correction)	Ms. Leonora de Ramos Notarials Officer notarialsandregistry@philembassy.org.au



where the documents presented to notarized Provide a Mailing Envelope with name and address of the client as recipient (if release by mail)				
2. Pay passport fee by cash or card	Receives payment and issues receipt Inform client of the release date which is within 3 days/next day release for expedited documents. Encodes to record the transaction in Log Book of Consular Services to obtain corresponding Service and Document numbers Prepares document for the signature of Consular Officer	A \$45.00 per document	2 minutes (excludes waiting time in between steps)	Finance Officer
	TOTAL		7 minutes	
RELEASING THE DOCUMENT				
1. Arrive on the scheduled date of release and presents receipt	Receives receipt and locates document		2 minutes (excludes waiting time)	Ms. Leonora de Ramos Notarials Officer notarialsandregistry@philembassy.org.au
2. Receives document	Releases document and return original receipt to the client		2 minutes	Ms. Leonora de Ramos Notarials Officer notarialsandregistry@philembassy.org.au
	TOTAL		4 minutes (excludes waiting time between steps)	



11 NBI Clearance

Only new applicants need to complete the procedure below. For those applicants who were issued from 2014 up to present with original NBI clearances, please visit <https://dms.philembassy.org.au/index.php/website/download-forms/other-consular-services/259-applying-for-nbi-clearance/file>

Office or Division:	Consular Section
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizens and Foreigner
CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Fingerprint Card (Form no. 5) from the Philippine Embassy/Consulate or Philippine Honorary Consulate 2. One (1) 2x2 or passport size photo in plain white background taken within the last three (3) months 3. Original valid passport and photocopy of data page 4. If applying by mail, have the fingerprint impressions on Form no. 5 done in a police station and include in mail A\$45 money order or bank cheque payable to the Philippine Embassy. 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN CLIENTS				
1. Arrive on his/her appointment date and time Request an NBI Form No. 5	Consular Assistant provides Form no. 5		1 minute Waiting time will vary depending on volume of applicants	Consular assistant
2. Applicant fills out Form No. 5 and submits the accomplished form, photo and valid original passport	Examine the accomplished Form no. 5, get the original passport and photo Returned the original passport after checking the data and the form no. 5 Conduct the fingerprints rolled impressions		10 - 20 min depending on speed of filling up of form (exclude waiting time between steps)	Ms. Leonora de Ramos Notarials Officer notarialsandregistry@philembassy.org.au
3. Pay fee by cash or card	Receives payment and issues receipt Advises the client to wait for the release of certified NBI accomplished Form no. 5	A\$45.00	2 minutes	Finance Officer Ms. Leonora de Ramos



	Prepares to certify the Form no. 5 with photo Hands-over to the Signing Officer for signature			Notarials Officer
4. Proceed to the counter to claim the certified NBI form after being called	Announce the name of the client at the counter to release the certified NBI form no. 5 with instructions of how to send it to the Philippines		1 minute	
	TOTAL		14-24 minutes excluding waiting time	



12 PASSPORT EXTENSION

The COVID-19 pandemic worldwide affected the delivery of passports to all Philippine Foreign Service Posts. The Office of Consular Affairs (OCA) authorized all Philippine Embassies and Consulates to extend the validity of expiring ePassports for one (1) year for Filipinos with emergency, visa expiring, and urgent need to travel or other urgent cases requiring overseas to possess valid passport or identity document. Philippine Foreign Service Posts, excluding Honorary Consulates, are also allowed to further extend passports that have been extended once before prior to the expiry of the initial extended validity period.

Office or Division:	Consular Section
Classification:	Simple Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino Citizens
CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Duly accomplishment Application Form for the Extension of the Validity of Passport with photo 2. Original Valid Philippine passport 3. Mailing Envelope if by mail 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN CLIENTS				
1. Submit the accomplishment application form, photo and original valid passport	Consular Assistant examines the form and get the passport and photo		3 min (excludes waiting time and time for filling-up forms)	Ms. Leonora de Ramos Notarials Officer passportextension@philembassy.org.au
2. Pay extension fee by cash or card	Collecting Officer receives payment and issues receipt Consular assistant informs client of release date (within 3 days)	A\$45.00	2 minutes	Finance Officer



	Consular assistant records the transaction in the Log Book of Consular Services to obtain a corresponding Service Number Process the request for extension of validity of passport and for signing by the Consular Officer			
TOTAL			5 minutes (excludes waiting time and time for filling-up forms)	
RELEASING OF PASSPORT WITH ONE (1) YEAR EXTENSION OF VALIDITY				
Present the receipt to consular assistant	Consular Assistant retrieves extended passport and issues it to the applicant		2 minutes excluding waiting time	
TOTAL			2 minutes excluding waiting time	
BY MAIL				
Send by mail the application for extension of validity of passports and requirements	Mailing officer receives documents and gives to passport extension officer. Evaluates if the documents are in order Collecting Officer receives payment and issues receipt Consular assistant informs client of release date (within 3 days) Consular assistant records the transaction in the Log Book of Consular Services to obtain a corresponding Service Number Affixes the extension stamp for signing by the Consular Officer	AUD 45.00		Mailing officer Ms. Leonora de Ramos Notarials Officer passportextension@philembassy.org.au



12 Assistance to Nationals

Assistance to Nationals is the third pillar of Philippine foreign policy. Pursuant to the Philippine Foreign Service Act of 1991 and the Migrant Workers and Overseas Filipinos Act, as amended, the Department of Foreign Affairs is mandated to formulate and implement policies and programs to promote and protect the rights and welfare of Filipino migrants, and provide assistance to overseas Filipinos in distress.

Overseas Filipino nationals in distress who are currently in Australia and next-of-Kin of Filipino nationals in distress in Australia may avail of Assistance to Nationals

Office or Division:	Consular Section
Classification:	Complex Transaction
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizens
CHECKLIST OF REQUIREMENTS AND WHERE TO SECURE	
1. Accomplished ATN Request Form https://dms.philembassy.org.au/index.php/website/download-forms/other-consular-services/58-assistance-to-nationals-request-form/file	
2. Valid ID For extremely urgent requests, call +61408735383	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
WALK-IN APPLICANT				
1. Register and Present/Fill-up ATN Request Form	Receives and evaluates documents	N/A	5 minutes (excludes time applicants fills-up application form)	ATN Officer
2. Discuss request with ATN Officer	Interview applicant based on assistance requested and to gather additional information. Advise client on the procedure and the possible course/s of action of the Embassy to help them and secure contact number	N/A	10-30 minutes depending on nature of the case / assistance requested	ATN officer atn@philembassy.org.au



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	(If request requires approval from DFA, prepare communication)			
	TOTAL		15 - 35 minutes excluding waiting time	
APPLICATIONS SENT BY EMAIL				
1. Send ATN Request form to atn@philembassy.org.au	Received email and acknowledges within the same day (If request requires approval from DFA, prepare communication)		(ATN officer responds to email within 24 hours)	ATN officer atn@philembassy.org.au
2. Discuss request with ATN Officer	ATN officer calls/emails applicant for interview based on assistance requested and to gather additional information. Advise client on the procedure and the possible course/s of action of the Embassy to help them and secure contact number (If request requires approval from DFA, prepare communication)	N/A	10-30 minutes depending on nature of the case / assistance requested	ATN officer atn@philembassy.org.au
	TOTAL		10-30 minutes	
REQUESTS BY CALLS				
1. Applicant calls the Embassy	Interview applicant based on assistance requested and to gather additional information. Advise client to send ATN Form and informs client on the procedure and the possible course/s of action	N/A	10-30 minutes depending on nature of the case / assistance requested	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PRC TIME	PERSON RESPONSIBLE
	<p>of the Embassy to help them</p> <p>If request requires approval from DFA, prepare communication</p>			
RESPONSE ON REQUESTS				
Receives update on the status of request	ATN officer replies within 1 day (excludes waiting time if requiring approval from DFA)			ATN officer atn@philembassy.org.au