

POINTERS/GUIDELINES IN FILLING OUT THE APPLICATION FORM

(application form to be submitted should be Rev 11 Nov 2020)

- Write your name on the blank in the first page of your application after I,

- In item 1a-1c, write the name as reflected in your birth certificate;
- If male and with suffix of SR., JR., III, etc. add this to your first name in item
- In item 2, since you have used your married name, check YES and supply the information requested in items 2a – 2c; In 2d check OTHERS and write MARRIAGE CERTIFICATE;
- In items 3, 12a, and 13b, follow the format on how the date should be written on the form, i.e., day/ month (spelled out) and year
- In item 4, complete the place of birth as reflected in the birth certificate;
- In item 5, check the gender;
- In item 6, indicate your CURRENT civil status;
- In items 7a and 7b, put the name and citizenship of your spouse;
- In items 8a to 9b, indicate the names and citizenships of your parents as indicated in your birth certificate.
- In item 10, put a checkmark on BIRTH;
- In item 11b, indicate how you were able to get your US citizenship (e.g. marriage, naturalization, work, adoption, etc)
- In item 12b. indicate the naturalization certificate number indicated in the upper right-hand corner of the certificate. It is the one printed in red;
- In item 13a, indicate the US passport number
- In item 14, check the documents that correspond to your submission
- In Item 15, put a checkmark beside naturalization certificate / foreign passport
- In item 19, indicate your email address
- When a child is born abroad to parents who are both Filipino citizens or to one (1) parent who is a Filipino citizen, i.e. one who has not been naturalized as a citizen of a foreign country or has re-acquired Filipino citizenship, the child's birth must be reported to the Philippine Statistics Authority (PSA) through the Philippine Embassy or Consulate, which exercises jurisdiction over the place of birth. If you were still a Filipino citizen at the time of birth of your child/children and he/she/they was/were born in the US, your child has dual citizenship. In this regard, do not include his/her/their name/s in the application form and instead file a [Report](#)

[of Birth of a Filipino Abroad](#). For further inquiries on report of birth, you may send email to newyorkpcg.civilregistry@dfa.gov.ph

- If your child has reached the age of majority, he/she should submit his/her own application.
- Submit the second page of your application form. Write your name in the space provided but do not sign. Do not put a date in *done this*
- In the second page of the application form, indicate the US passport number on the blank after *the affiant exhibited to me his/her passport/ identification no.*
- In the second page of the application form, write the date of US passport issuance on the blank after *US State Department on*

TO SUBMIT THE APPLICATION FORM AND/OR LACKING DOCUMENT/S, CLICK **REPLY (NOT FORWARD) THEN **ATTACH ONLY THE DOCUMENTS REQUESTED**. DO NOT CREATE ANOTHER EMAIL FOR THE ADDITIONAL SUBMISSION. SUBMIT THE LACKING REQUIREMENTS IN ONLY ONE EMAIL THREAD.**

ENSURE THAT THE DOCUMENTS SUBMITTED ARE CLEAR, NOT BLURRY, NOT CROPPED, AND ARE IN THE UPRIGHT POSITION (NOT UPSIDE DOWN OR SIDEWAYS).

***In all cases, the evaluating officer may require the submission of additional documents. The Consulate does not process incomplete submission.**

****Any incorrect information in the application form and/or documents submitted may result in delay or rejection of your application and that misrepresentation on your part may be considered grounds for refusal/cancellation of your application.**

<p>DEPENDENT MINOR CHILD NO. 1</p> <p>Two (2) 2" x 2" colored photograph</p> <p style="text-align: center;">plain white background taken within last six (6) months, without eyeglasses, clearly showing the full front view of the face</p> <p style="text-align: center;">Please paste</p>	<p>DEPENDENT MINOR CHILD NO. 2</p> <p>Two (2) 2" x 2" colored photograph</p> <p style="text-align: center;">plain white background taken within last six (6) months, without eyeglasses, clearly showing the full front view of the face</p> <p style="text-align: center;">Please paste</p>	<p>DEPENDENT MINOR CHILD NO. 3</p> <p>Two (2) 2" x 2" colored photograph</p> <p style="text-align: center;">plain white background taken within last six (6) months, without eyeglasses, clearly showing the full front view of the face</p> <p style="text-align: center;">Please paste</p>
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24. **IF WITH CHILD/CHILDREN, IN ITEM 24C, WRITE THE MAIDEN SURNAME NAME OF THE MOTHER**

	CHILD 1	CHILD 2	CHILD 3
24.a. LAST NAME (surname or family name)			
24.b. FIRST NAME (given name)			
24.c. MIDDLE NAME (mother's maiden surname)			
24.d. GENDER	[] MALE [] FEMALE	[] MALE [] FEMALE	[] MALE [] FEMALE
24.e. CIVIL STATUS			
24.f. DATE OF BIRTH			
24.g. PLACE OF BIRTH			
24.h. COUNTRIES OF CITIZENSHIP			
24.i. COUNTRY OF PERMANENT RESIDENCE			
24.j. SUPPORTING DOCUMENTS	<input type="checkbox"/> Philippine Birth Certificate <input type="checkbox"/> Old Philippine Passport <input type="checkbox"/> Foreign Passport <input type="checkbox"/> Foreign Birth Certificate	<input type="checkbox"/> Philippine Birth Certificate <input type="checkbox"/> Old Philippine Passport <input type="checkbox"/> Foreign Passport <input type="checkbox"/> Foreign Birth Certificate	<input type="checkbox"/> Philippine Birth Certificate <input type="checkbox"/> Old Philippine Passport <input type="checkbox"/> Foreign Passport <input type="checkbox"/> Foreign Birth Certificate

25. ALIEN CERTIFICATE OF REGISTRATION (ACR) and IMMIGRATION CERTIFICATE (IC) or CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS (CRTV) NUMBERS/ DATE & PLACE OF ISSUE:

I solemnly swear under penalty of law that the statements in this two-paged Petition regarding my person are true and correct, and the attached supporting documents are genuine and authentic.

If found qualified pursuant to the pertinent provisions of Republic Act No. 9225 and its Implementing Rules and Regulations, I further request for the cancellation of my Alien Certificate of Registration (ACR) and Immigration Certificate or Residence (ICR) or Certificate of Residence for Temporary Visitors (CRTV), if applicable.

Done this _____ day of _____, 20____, in the City of New York, NY, United States of America.

APPLICANT'S SIGNATURE OVER PRINTED NAME

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 2020____,
at **New York PCG**, the affiant exhibited to me his/her passport/identification no. _____
Issued at **US Department of State** on _____.

Administering Official