

Philippine Consulate General, New York
CONSULAR OUTREACH
CIVIL REGISTRY APPOINTMENT REQUEST FORM

Site and date of Consular Outreach Activity:

Applicant's information (one form per applicant):

Name (surname, given name, middle name)

Mailing address

Telephone number

Email address

Checklist of supporting documents enclosed:

For Report of Birth:

Fully accomplished **Report of Birth Form** (may be downloaded from

http://www.newyorkpcg.org/files/forms/legal/Report_of_Birth-ny.pdf

Photocopy of the child's **Birth Certificate** issued by the US Vital Records Office

Photocopy of the child's **parents' Marriage Contract**

Photocopy of the child's **parents' passports** (first page containing the data and photo)

If applicable, photocopy of the child's parents' Certificate of Naturalization as U.S. citizens

Other documents (please see <http://www.newyorkpcg.org/our-services/civil-registry/report-of-birth-of-a-filipino-citizen>)

For Report of Marriage:

Fully accomplished **Report of Marriage Form** (may be downloaded from

http://www.newyorkpcg.org/files/forms/legal/Report_of_Birth-ny.pdf

Photocopy of the **Marriage Record or Certificate** issued by the US Vital Records Office

Photocopy of the **contracting parties' passports** (first page containing the data and photo)

Other documents (please see <http://www.newyorkpcg.org/our-services/civil-registry/report-of-marriage>)

For Correction of a Clerical/Typographical Error in a Civil Registry Document:

(for downloadable forms and a list of supporting documents, please see <http://www.newyorkpcg.org/our-services/civil-registry/administrative-correction-of-civil-registry>)

Fully accomplished **Petition for the Correction of Clerical Error**

Supporting documents (please specify)

Send this form and supporting documents to the Philippine Consulate General through any of the following:

- **By mail** to: Philippine Consulate General, 556 Fifth Ave., New York, NY 10036 (attention: Consular Outreach Coordinator)
- **By email** (scanned copies) to newyorkpcg.consularoutreach@dfa.gov.ph
- **By fax** to (212) 382-1146 (attention: Consular Outreach Coordinator)

Important reminders:

1. Only applicants whose documents have been received by the Consulate General at least seven (7) days prior to the scheduled consular outreach activity will be accommodated.
2. Applicants who have sent pre-registration documents will receive an email or telephone call from the Consulate General three (3) days prior to the scheduled consular outreach activity confirming their appointment.
3. Applicants who have confirmed appointments should be at the consular outreach activity site at the appointed time. They should present:
 - a print-out of their email confirmation;
 - the originals of all documents
 - for applications for Report of Marriage, four (4) recent 2x2 photos (colored, against plain background).
 - Payments of \$25.00 per document applied.

For further information on the Civil Registry concerns, please visit <http://www.newyorkpcg.org/our-services>.

For queries on the Consular Outreach Activity, please send an email to newyorkpcg.consularoutreach@dfa.gov.ph.