



**PHILIPPINE CONSULATE GENERAL  
NEW YORK**

**CITIZEN'S CHARTER**

2024 (1<sup>st</sup> Edition)



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## **I. MANDATE:**

**The Philippine Consulate General in New York is tasked to serve the complex and evolving needs of the Filipino-American community and further the development of commercial, economic, cultural, and scientific relations between the Philippines and the United States of America within the states under its jurisdiction.**

**Guided by Republic Act 7157, otherwise known as the “Philippine Foreign Service Act of 1991”, the Philippine Consulate General in New York implements the three (3) 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.**

**It provides services and assistance to Filipino nationals in the states of Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.**

## **II. VISION:**

- 1. To serve the Filipino public and communities under our jurisdiction with courtesy and efficiency and with principled discipline.**
- 2. To instill a spirit of nationalism, inclusivity and cooperation, transparency, trust, mutual courtesy, initiative, engagement and creativity.**
- 3. To promote trade, culture, tourism, education, political-security relations and other goals as may be formulated.**

## **III. MISSION:**

- 1. Render service to the public with the Filipino values of courtesy, respect, and a renewed spirit of efficiency.**
- 2. Promote the values mentioned above among ourselves.**
- 3. Work toward establishing or bettering ties with our host country and areas under our jurisdiction.**

## **IV. SERVICE PLEDGE:**

**The Philippine Consulate General in New York shall continually uphold the principles of good governance, improve its quality management system, and adhere to the highest standards of professionalism.**



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# PASSPORT APPLICATION

<b>Section</b>	<b>Passport</b>
<b>Classification</b>	<b>Simple</b>
<b>Type of Transaction</b>	<b>G2C – Government to Citizens</b>
<b>Who may Avail</b>	<b>Any Filipino citizen</b>

<b>List of Requirements</b>	<b>Where to Secure</b>
Duly-accomplished Passport Application Form	The Application Form (w/ barcode) is emailed to the applicant after he/she lodges an appointment at <a href="http://passport.gov.ph">passport.gov.ph</a>
<p>Most Recent Philippine Passport – bring the original and one (1) photocopy of the passport data page.</p> <p>Please visit <a href="http://newyorkpcg.org">newyorkpcg.org</a> for additional requirements for special cases (non ePassport, lost passport, mutilated passport, etc.)</p>	To be provided by the applicant
Proof of Current Philippine citizenship (e.g. green card, US visa, dual citizenship documents, Report of Birth) – bring the original and one (1) photocopy of the passport data page	To be provided by the applicant
PSA Birth Certificate (Original and Photocopy) – only for minors, first-time applicants, if the most recent passport is lost/mutilated, if the most recent passport does not contain the applicant’s full name, or if there is a revision in the applicant’s name	To be provided by the applicant (PSA Birth Certificate may be requested online at <a href="http://psaserbilis.com.ph">psaserbilis.com.ph</a> )
PSA Marriage Certificate (Original and Photocopy) – only for married women changing their surname and for parents applying for a passport for their legitimate child	To be provided by the applicant

Valid Passport or ID of Accompanying Parent of Minor Applicant - bring the original and one (1) photocopy of the passport data page	To be provided by the applicant
Affidavit of Support and Consent executed by the mother of a minor (if the child is illegitimate and accompanied by the father) - bring the original and one (1) photocopy	To be provided by the applicant
Non-refundable Processing Fee of \$60.00 (see <a href="http://newyorkpcg.org">newyorkpcg.org</a> for schedule of fees for lost passport renewal), payable to the "Philippine Consulate General" in Money Order, Bank Draft, Certified Check, or Cashier's Check; or in Cash	To be provided by the applicant
Self-addressed stamped envelope (USPS Priority Mail)	To be provided by the applicant
<i>The Philippine Consulate General reserves the right to require additional proof of documents from an applicant, to determine his/her citizenship/identity, the authenticity of the documents submitted, and to ensure accurate and complete personal data entries, pursuant to the Philippine Passport Law.</i>	

<b>Client steps</b>	<b>Agency Actions</b>	<b>Processing time</b>	<b>Fees</b>	<b>Person Responsible</b>
Applicant sets an appointment online by visiting: <a href="http://passport.gov.ph">passport.gov.ph</a> .		5 minutes		
On the day of his/her scheduled appointment, Applicant proceeds to the Philippine Center Lobby for queuing.	Passport Processor review all the applicants for the day.	2 minutes		Passport Processor
Based on the list of applicants for the day, the Processor calls the name of the applicants one-by-one. The applicant then proceeds to Window three (3) to present the required documents.	<p>Passport Processor receives all required documents,</p> <p>Interviews the applicant, and</p> <p>Evaluates and checks whether all documentary requirements are complete and in order.</p> <p>Processor then directs the applicant to the cashier for payment.</p> <p><i>For incomplete documents, the applicant is asked to return within a certain period of time with the required documents not needing another appointment.</i></p>	10 minutes		Passport Processor



	<i>Lost passports and with data discrepancies are referred to Window 10 for interview and processing</i>			
Applicant proceeds to the Cashier / Collecting Officer at Window twelve (12) for payment of fees.	<p>Cashier/Collecting Officer receives the application form, then checks and validates whether the amounts/fees charged for the consular service are in accordance with the prescribed schedule of fees.</p> <p>If yes, the collecting officer issues the Official Receipt (original with duplicate copy) via the Point-of-Sale terminal.</p> <p>The applicant is instructed to sit down and wait for his/her name to be called at windows 7,8,9.</p>	1-3 minutes	<p>* Fees collected is based on the Revised Consolidated Schedule of Service Fees (D.O. 07-00 dated 08 May 2000)</p> <p>USD 60.00 Application for New / Renewal of e-Passport</p> <p>USD 150.00 Replacement of Lost e-Passport</p> <p>USD 90.00 Replacement of Lost passport</p>	Cashier / Collecting Officer

			other than e-Passport	
<p>Once Applicant's name is called, Applicant proceeds to either window 7,8, or 9 for encoding.</p> <p>Afterwhich, the applicant reviews the encoded information for accuracy.</p> <p>If the applicant wishes their passport to be mailed to them, they must prepare a self-addressed stamped envelope, which they will hand to the passport encoder.</p>	<p>Passport Encoder receives the Official Receipt and encodes the applicant's passport details.</p> <p>The Official Receipt is returned to the applicant.</p> <p>If the applicant does not provide a self-addressed stamped envelope, the applicant must show the Official Receipt when they return to the Philippine Center to claim their passport.</p> <p>After encoding and taking the biometrics of the passport applicant the Passport Encoder will input</p>	15 minutes	none	Passport Encoder

	all to the passport tracking system.			
Applicant claims or receives his/her new passport within four to six weeks.	<p>Upon receipt of the new passports, the Passport Releasing Officer segregates the passports that will be picked-up by the applicant, and prepares the passports with self-addressed stamped envelopes for mailing.</p> <p>The Passport Releasing Officer will change the status of the applicant's passport to the passport tracking system.</p> <p>The Passport Releasing Officer</p>	5 minutes	none	Passport Releasing Officer

	mails the new passport.			
Processing Time	Approximately thirty (30) minutes starting from the time the applicant is called for processing of application.			

# APPLICATION FOR A TRAVEL DOCUMENT

<b>Section</b>	<b>Passport</b>
<b>Classification</b>	<b>Simple</b>
<b>Type of Transaction</b>	<b>G2C – Government to Citizens</b>
<b>Who May Avail</b>	<b>Any Filipino Citizen whose Passport is Lost, Mutilated or Expired</b>

<b>List of Requirements</b>	<b>Where to Secure</b>
Duly-accomplished Application Form (Entries must be typewritten or printed legibly)	Download form at <a href="http://newyorkpcg.org">newyorkpcg.org</a>
Duly-Accomplished Affidavit (may already be notarized)	Download form at <a href="http://newyorkpcg.org">newyorkpcg.org</a>
Proof of Travel Urgency (such as a family member's death certificate or medical certificate)	To be provided by the applicant
Copy of Airline Ticket / Itinerary of Travel to the Philippines. The date of travel should not be beyond one (1) month from the date of application.	To be provided by the applicant
Copy of the expired Philippine passport	To be provided by the applicant
If the Philippine passport is lost, submit a duly notarized Affidavit of Loss / Explanation	Download form at <a href="http://newyorkpcg.org">newyorkpcg.org</a>
If the lost Philippine passport is still valid, a police report is required	To be secured by the applicant from a police station

<p>If the Philippine passport is lost or the expired passport does not contain the complete details of the applicant, submit one (1) original and one (1) photocopy of a Philippine Statistics Authority-issued birth certificate or marriage certificate (PSA BC/MC)</p>	<p>The PSA BC/MC may be requested online at <a href="http://psaserbilis.com.ph">psaserbilis.com.ph</a></p>
<p>Proof of Current Philippine Citizenship (e.g. Permanent Resident card, U.S. visa, sworn statement)</p>	<p>To be provided by the applicant</p>
<p>Four (4) identical color photographs (2" x 2") with the following specifications: (a) must clearly show the front of the face; (b) photo must have plain white background; (c) must be taken within the last six (6) months; (d) the applicant must be in proper attire and without eyeglasses</p>	<p>To be provided by the applicant</p>
<p><i>The Philippine Consulate General reserves the right to require additional proof of documents from an applicant, to determine his/her citizenship/identity, the authenticity of the documents submitted, and to ensure accurate and complete personal data entries, pursuant to the Philippine Passport Law.</i></p>	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>PROCESSING TIME</b>	<b>FEE</b>	<b>PERSON RESPONSIBLE</b>
Applicant proceeds to Window 10 and submits all of the documentary requirements.	<p>Passport Supervisor receives the application form and all of the documentary requirements, and Interviews the applicant.</p> <p>Passport Supervisor then evaluates and checks if the documents are complete and in order. If yes, the application is approved and the applicant is directed to the Cashier for payment</p>	10 minutes	None	Passport Supervisor
Applicant proceeds to the Cashier / Collecting Officer at Window 12 for payment	<p>The cashier receives the approved application form and the payment.</p> <p>Cashier issues the Official Receipt (with duplicate copy) via the Point-of-Sale terminal, returns the application form, and instructs client to return to Window 10.</p>	1-3 minutes	USD 30.00  (additional USD 25.00 is charged if Affidavit is notarized at the Consulate)	Cashier / Collecting Officer
Applicant proceeds to Window 10 and submits the application form with the Official Receipt and its duplicate	<p>Passport Supervisor receives the application form with the Official Receipt and its duplicate.</p> <p>The applicant is requested to have a seat while the Travel Document is being processed.</p> <p>Passport Supervisor encodes the necessary details and prints the Travel</p>	20 minutes	None	Passport Supervisor  and  Signing Officer

	<p>Document, which is passed on to the Signing Officer.</p> <p>Signing Officer reviews, approves, and signs the Travel Document (and the accompanying Affidavit, if notarized in the Consulate)</p>			
Applicant receives Travel Document	Passport supervisor hands the travel document, and the Official Receipt to the applicant, and asks the applicant to sign the duplicate official receipt as proof that the travel document was already issued to the applicant.	5 minutes	None	Passport Supervisor
Processing Time	Approximately 38 Minutes starting from the time the applicant is called for the processing of the application			



# CIVIL

<b>Office or Division:</b>	<b>NEW YORK PCG, CONSULAR SECTION-CIVIL REGISTRATION UNIT</b>	
<b>Classification:</b>	<b>Consular Services</b>	
<b>Type of Transaction:</b>	<b>Public Service-External</b>	
<b>Who may avail:</b>	<b>Public</b>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b><u>Report of Birth (ROB)</u></b> <ul style="list-style-type: none"> <li>● Four (4) Notarized ROB Forms</li> <li>● Four (4) copies of Birth Certificate (notarized or CTC) issued by the US Vital Records office</li> <li>● Four (4) copies of Proof of Filipino Citizenship (notarized or CTC) of Parent/s at the time of child's birth</li> <li>● Four (4) copies (notarized or CTC) of Identification of the child</li> <li>● Four (4) notarized Affidavit/s, if any</li> <li>● Four (4) copies (notarized or CTC) of Valid ID of Person Reporting the Birth</li> </ul>		<p>To be provided by the applicant.</p> <p>ROB Form is available for download on the Consulate website: <a href="https://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Birth-rev-Jan-2024.pdf">https://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Birth-rev-Jan-2024.pdf</a></p>
<b><u>Report of Marriage (ROM)</u></b> <ul style="list-style-type: none"> <li>● Four (4) Notarized ROM Forms</li> <li>● Four (4) Marriage Certificate (notarized or CTC) issued by the US Vital Records</li> <li>● Four (4) Proof of Filipino Citizenship (notarized or CTC) of Applicant/s at the time of marriage</li> <li>● Four(4) Birth Certificates (notarized or CTC) of Husband and Wife</li> <li>● Four (4) copies of Valid Passports or IDs of Husband &amp; Wife (notarized or CTC)</li> <li>● Four (4) copies of notarized Affidavit/s, if any</li> </ul>		<p>To be provided by the applicant.</p> <p>ROM form is available for download at the Consulate website: <a href="https://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Marriage-rev-Jan-2024.pdf">https://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Marriage-rev-Jan-2024.pdf</a></p>

<p><b><u>Report of Death (ROD)</u></b></p> <ul style="list-style-type: none"> <li>● Four (4) Notarized ROD Forms</li> <li>● Four (4) copies of Death Certificate (notarized or CTC) issued by the US Vital Records</li> <li>● Four (4) Proof of Filipino Citizenship of Applicant/s at the time of marriage (notarized or CTC)</li> <li>● Four copies Passport or IDs (notarized or CTC)</li> <li>● Four (4) copies of notarized Affidavit/s, if any</li> <li>● Four (4) copies of Cremation Certificate if cremated (notarized or CTC)</li> </ul>	<p>To be provided by the applicant.</p> <p>ROD Form is available for download at the Consulate website:</p> <p><a href="https://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Death-Form-rev-Jan-2024.pdf">https://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Death-Form-rev-Jan-2024.pdf</a></p>
<p><b><u>Getting Married at the Consulate</u></b></p> <p><i>Only applicable if both parties are Philippine citizens.</i></p> <ul style="list-style-type: none"> <li>● Marriage License Application Form</li> <li>● Birth Certificates</li> <li>● Certificate of No Marriage (CENOMAR) from the Philippine Statistics Authority</li> <li>● Philippine Passport &amp; Proof of Filipino Citizenship</li> <li>● Passport sized photos (2 copies)</li> </ul> <p>Additional Requirements for each personal circumstance</p> <ul style="list-style-type: none"> <li>● For a contracting party who is a widow or widower</li> </ul> <p>PSA DEATH CERTIFICATE</p> <ul style="list-style-type: none"> <li>● For a contracting party who had a previous marriage annulled by court or dissolved by a Philippine court recognition of foreign divorce</li> </ul> <p>AMENDED PSA MARRIAGE CERTIFICATE with Annotation of Annulment</p> <ul style="list-style-type: none"> <li>● For a contracting party aged 18-21 years old</li> </ul>	<p>To be provided by the applicant.</p> <p>Application form is available for download at the Consulate website:</p> <p><a href="https://newyorkpcg.org/pcgny/wp-content/uploads/2020/08/Application-for-Marriage-License.pdf">https://newyorkpcg.org/pcgny/wp-content/uploads/2020/08/Application-for-Marriage-License.pdf</a></p> <p>PSA documents may be requested online at: <a href="https://www.psaserbilis.com.ph/">https://www.psaserbilis.com.ph/</a></p>

<p style="text-align: center;">AFFIDAVIT OF PARENTAL CONSENT</p> <ul style="list-style-type: none"> <li>● For a contracting party aged 22-25 years old</li> </ul> <p style="text-align: center;">AFFIDAVIT OF PARENTAL ADVICE</p>	
<p><b><u>Application for Correction Under RA 10172</u></b>  - An Act Further Authorizing the City or Municipal Civil Registrar (MCR/CCR) or the Consul General to Correct Clerical or Typographical Errors in the Day and Month in the Date of Birth or Sex of a Person Appearing in the Civil Register Without Need of a Judicial Order</p> <ul style="list-style-type: none"> <li>● Duly accomplished Application for Clerical Error in the date, month, and sex in the birth certificate</li> </ul> <p>Either two (2) of the following documents:</p> <ul style="list-style-type: none"> <li>● PSA-issued Birth/Marriage/Death Certificate</li> <li>● PH passport</li> <li>● School Records</li> <li>● Medical Records</li> <li>● Baptisma Certificate</li> <li>● Clearance or Certification issued by either employer, NBI, or PNP</li> <li>● Medical Certification issued by medical professional</li> </ul>	<p>To be provided by the applicant.</p> <p>PSA documents may be requested online at:  <a href="https://www.psaserbilis.com.ph/">https://www.psaserbilis.com.ph/</a></p>
<p><b><u>Application for Correction Under RA 9048 -</u></b>  An ACT authorizing the City or Municipal Civil Registrar (MCR/CCR) or the Consul General to Correct a Clerical Error in an Entry and/or Change of First Name of Nickname in the Civil Register Without Need of a Judicial Order</p>	<p>To be provided by the applicant.</p>

<ul style="list-style-type: none"> <li>• Duly accomplished Application for Clerical Error in first name and/or Nickname in the birth certificate</li> </ul> <p>Either two (2) of the following documents:</p> <ul style="list-style-type: none"> <li>• PSA-issued Birth/Marriage/Death Certificate</li> <li>• PH passport</li> <li>• School Records</li> <li>• Medical Records</li> <li>• Baptismail Certificate</li> <li>• Clearance or Certification issued by either employer, NBI, or PNP</li> <li>• Medical Certification issued by medical professional</li> </ul>	<p>The appropriate forms are available for download at the Consulate website:  <a href="http://newyorkpcg.org/pcgny/consular-services/forms-2/">http://newyorkpcg.org/pcgny/consular-services/forms-2/</a></p> <p>PSA documents may be requested online at:  <a href="https://www.psaserbilis.com.ph/">https://www.psaserbilis.com.ph/</a></p>
<p><b><u>Application for Supplemental Report</u></b></p> <ul style="list-style-type: none"> <li>• Accomplished Application Form</li> </ul> <p>Any two (2) of the following documents:</p> <ul style="list-style-type: none"> <li>• PSA-issued Birth/Marriage/Death Certificate</li> <li>• PH passport</li> <li>• School Records</li> <li>• Medical Records</li> <li>• Baptismail Certificate</li> <li>• Clearance or Certification issued by either employer, NBI, or PNP</li> <li>• Medical Certification issued by medical professional</li> </ul>	<p>To be provided by the applicant.</p> <p>PSA documents may be requested online at:  <a href="https://www.psaserbilis.com.ph/">https://www.psaserbilis.com.ph/</a></p> <p>The appropriate forms are available for download at the Consulate website:  <a href="http://newyorkpcg.org/pcgny/consular-services/forms-2/">http://newyorkpcg.org/pcgny/consular-services/forms-2/</a></p>
<p><b><u>Application for Acknowledgement to Use the Surname of the Father under RA 9255 -</u></b>  An Act Allowing Illegitimate Children to Use the Surname of Their Father</p> <ul style="list-style-type: none"> <li>• PSA-issued Birth Certificate of the Child</li> <li>• Affidavit of Admission of Paternity</li> <li>• Affidavit to Use the Surname of the Father</li> <li>• Copy of valid passport or any government issued ID from person who executed the affidavit</li> </ul>	<p>To be provided by the applicant.</p> <p>PSA documents may be requested online at:  <a href="https://www.psaserbilis.com.ph/">https://www.psaserbilis.com.ph/</a></p> <p>The appropriate forms are available for download at the Consulate website:  <a href="http://newyorkpcg.org/pcgny/consular-services/forms-2/">http://newyorkpcg.org/pcgny/consular-services/forms-2/</a></p>

<p><b><u>Legitimation by Subsequent Marriage Under RA 9858</u></b></p> <ul style="list-style-type: none"> <li>• PSA-issued Birth Certificate of the Child</li> <li>• PSA-issued marriage Certificate</li> <li>• Joint Affidavit of Legitimation</li> <li>• Copies of valid passport or any government issued IDs from person who executed the affidavit</li> </ul>	<p>To be provided by the applicant.</p> <p>PSA documents may be requested online at: <a href="https://www.psaserbilis.com.ph/">https://www.psaserbilis.com.ph/</a></p> <p>The appropriate forms are available for download at the Consulate website: <a href="http://newyorkpcg.org/pcgny/consular-services/forms-2/">http://newyorkpcg.org/pcgny/consular-services/forms-2/</a></p>
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**REPORT OF BIRTH (ROB)**

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit application via email		None	5-10 minutes	Applicant
The Consulate assesses the completeness of the email submission	Civil Registry Officer receives the application form and requirements	None	2-3 minutes	Civil Registry officer
Applicant is informed via email to mail in ROB application packet	Civil Registry officer sends email to applicant providing instructions to mail in ROB packet	None	2-3 minutes	Civil Registry officer
Mail the complete ROB application packet		None		Applicant
ROB packet is opened and payment is processed	Payment if given to Cashier who issues the Official Receipt (original with duplicate copy) via the Point-of-Sale terminal	USD25.00 per ROB	1-3 minutes	Cashier/Collecting Officer Civil Registry Officer
Processing of the ROB	Civil Registry Officer prepares the ROB and submits to the Signing Officer	None	10-15 minutes	Civil Registry Officer Signing Officer

	for review and approval			
ROB form is reviewed and, if approved, signed	Supervising Officer reviews and approves ROB packet	None	3-5 minutes	Supervising Officer
Transmission of signed ROB to DFA-OCA-CRD for onward transmittal to PSA	Civil Registry Officer prepares the monthly report for ROB	None	20-30 minutes	Civil Registry Officer Supervising Officer Head of Post
<b>REPORT OF MARRIAGE (ROM)</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit application via email		None	5-10 minutes	Applicant
The Consulate assesses the completeness of the email submission	Civil Registry Officer receives the application form and requirements	None	2-3 minutes	Civil Registry officer
Applicant is informed via email to mail in ROM application packet	Civil Registry officer sends email to applicant providing instructions to mail in ROM packet	None	2-3 minutes	Civil Registry officer
Mail the complete ROM application packet		None		Applicant
ROM packet is opened and payment is processed	Payment if given to Cashier who issues the Official Receipt (original with duplicate copy) via the Point-of-Sale terminal	USD25.00	1-3 minutes	Cashier/Collecting Officer Civil Registry Officer
Processing of the ROM	Civil Registry Officer prepares the ROM and submits	None	10-15 minutes	Civil Registry Officer Signing Officer

	to the Signing Officer for review and approval			
ROM form is reviewed and, if approved, signed	Supervising Officer reviews and approves ROM packet	None	3-5 minutes	Supervising Officer
Transmission of signed ROM to DFA-OCA-CRD for onward transmittal to PSA	Civil Registry Officer prepares the monthly report for ROM	None	20-30 minutes	Civil Registry Officer Supervising Officer Head of Post
<b>REPORT OF DEATH (ROD)</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING</b> Manner of writing: # Day/s, # Hour/s, # Minute/s	<b>PERSON RESPONSIBLE</b>
Submit application via email		None	5-10 minutes	Applicant
The Consulate assesses the completeness of the email submission	Civil Registry Officer receives the application form and requirements	None	2-3 minutes	Civil Registry officer
Applicant is informed via email to mail in ROD application packet	Civil Registry officer sends email to applicant providing instructions to mail in ROD packet	None	2-3 minutes	Civil Registry officer
Mail the complete ROD application packet		None		Applicant
ROD packet is opened and payment is processed	Payment if given to Cashier who issues the Official Receipt (original with duplicate copy) via the Point-of-Sale terminal	USD25.00	1-3 minutes	Cashier/Collecting Officer Civil Registry Officer
Processing of the ROD	Civil Registry Officer prepares the	None	10-15 minutes	Civil Registry Officer

	ROD and submits to the Signing Officer for review and approval			Signing Officer
ROD form is reviewed and, if approved, signed	Supervising Officer reviews and approves ROD packet	None	3-5 minutes	Supervising Officer
Transmission of signed ROD to DFA-OCA-CRD for onward transmittal to PSA	Civil Registry Officer prepares the monthly report for ROD	None	20-30 minutes	Civil Registry Officer Supervising Officer Head of Post

### **GETTING MARRIED AT THE CONSULATE**

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Set up an appointment		None	2-3 minutes	Applicant/s
PCG confirms the appointment	Civil Registry Officer confirms the appointment	None	2-3 minutes	Civil Registry Officer
Submit application for a marriage license and Certificate of Legal Capacity to Contract Marriage (LCCM) at the Consulate		None	5-10 Minutes	Applicant/s
Application is evaluated	Civil Registry Officer receives, evaluates and checks the completeness of the documents	None	5-10 minutes	Civil Registry Officer
Publication of Marriage Application for 10 Consecutive Days	Civil Registry Officer prepares documents for posting	None	5-10 minutes	Civil Registry Officer Supervising Officer



Marriage Solemnization at the Consulate	Civil Registry Officer prepares documents for the solemnization	USD 60.00	15-20 minutes	Head of Post Civil Registry Officer Supervising Officer Cashier
Transmission of signed ROD to DFA-OCA-CRD for onward transmittal to PSA	Civil Registry Officer prepares the monthly report for ROM	None	20-30 minutes	Civil Registry Officer Supervising Officer Head of Post

### **Application for Correction Under RA 10172 and RA 9048**

(Incoming application from DFA OCA-CRD)

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Application for Correction received from DFA OCA-CRD		None	5-10 Minutes	Administrative Officer(AO) Receptionist
Receiving of application from the AO or receptionist	Civil Registry Officer receives the application for correction	None	2-3 minutes	Civil Registry Officer
Post publication of Notice of Posting for 10 consecutive days	Civil Registry Officer prepares Notice of Posting	None	5 minutes	Civil Registry Officer Supervising Officer
Action Taken by the Consul General	Civil Registry Officer prepares documents for signature of the Consul general	None	10-15 minutes	Head of Post Supervising Officer Civil Registry Officer
Transmission of the action taken by the Consul General to DFA OCA-CRD for onward transmittal to PSA	Civil Registry Officer prepares transmittal report	none	5-10 minutes	Head of Post Supervising Officer Civil Registry Officer

## Application for Correction Under RA 10172 and RA 9048

(Filed before the FSP-CRU)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Set up an appointment		None	2-3 minutes	Applicant
Appointment is confirmed	Civil Registry Officer confirms the appointment	None	2-3 minutes	Civil Registry Officer
Applicant submits the application for correction	Civil Registry Officer receives and evaluates the completeness of the application	None	10-15 minutes	Civil Registry Officer
Payment	Processing of payment and issuance of Official Receipt	RA10172: USD150.00 RA9048: USD50.00	2-3 minutes	Cashier
Transmission of documents to DFA OCA-CRD for onward transmittal to MCR/CCR	Civil Registry Officer prepares transmittal Report	None	10-15 minutes	Civil Registry Officer Supervising Officer Head of Post

## Application for Supplemental Report

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Set up an appointment		None	2-3 minutes	Applicant

Appointment is confirmed	Civil Registry Officer confirms the appointment	None	2-3 minutes	Civil Registry Officer
Filing of application at Post	Civil Registry Office evaluates and checks the completeness of the documents	None	10-15 Minutes	Civil Registry Officer
Payment	Processing of payment and issuance of Official Receipt	USD25.00	2-3 minutes	Cashier
Post's transmittal of documents to DFA OCA-CRD for onward transmittal to PSA	Civil Registry Officer prepares transmittal Report	None	10-15 Minutes	Civil Registry Officer Supervising Officer Head of Post

### **Application for Acknowledgement of Paternity**

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Set up an appointment		None	2-3 minutes	Applicant
Appointment is confirmed	Civil Registry Officer confirms the appointment	None	2-3 minutes	Civil Registry Officer
Filing of application at Post	Civil Registry Office evaluates and checks the completeness of the documents	None	10-15 Minutes	Civil Registry Officer
Payment	Processing of payment and issuance of Official Receipt	USD25.00	2-3 minutes	Cashier

Post's transmittal of documents to DFA OCA-CRD for onward transmittal to PSA	Civil Registry Officer prepares transmittal Report	None	10-15 Minutes	Civil Registry Officer Supervising Officer Head of Post
<b>Legitimation by Subsequent Marriage Under RA 9858</b>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Set up an appointment		None	2-3 minutes	Applicant
Appointment is confirmed	Civil Registry Officer confirms the appointment	None	2-3 minutes	Civil Registry Officer
Filing of application at Post	Civil Registry Office evaluates and checks the completeness of the documents	None	10-15 Minutes	Head of Post Civil Registry Officer Collecting Officer Signing Officer
Payment	Processing of payment and issuance of Official Receipt	USD25.00	2-3 minutes	Cashier
Post's transmittal of documents to DFA OCA-CRD for onward transmittal to PSA	Civil Registry Officer prepares transmittal Report	None	10-15 Minutes	Head of Post Civil Registry Officer Signing Officer

### CRU Contacts Information

Office	Address	Contact Information
DFA OCA-CRD (Americas Desk)	Aseana Business Park, Bradco Avenue, corner Diosdado Macapagal Blvd,	Telephone: +63 2 836 7744

	Parañaque, 1714 Metro Manila, Philippines	Email: <a href="mailto:oca.crd-us@dfa.gov.ph">oca.crd-us@dfa.gov.ph</a>
Civil Registry Section, Philippine Consulate General in New York	556 5th Ave New York, NY 10036	Telephone: +1 (212) 764 1330  Email: <a href="mailto:newyorkpcg.civilregistry@dfa.gov.ph">newyorkpcg.civilregistry@dfa.gov.ph</a>  Website: <a href="https://newyorkpcg.org/pcgny/civil-registration/">https://newyorkpcg.org/pcgny/civil-registration/</a>
Philippine Statistics Authority	Civil Registration Service Building, PSA Complex, 174 East Ave, Diliman, Quezon City, 1101 Metro Manila, Philippines	Telephone: +63 (02) 84610500  Mobile Nos.(Text Message Only):  +63 916 792 8197 +63 905 527 6465 +63 951 631 6050 +63 905 527 6465  Emails: <a href="mailto:crs.qvu1@psa.gov.ph">crs.qvu1@psa.gov.ph</a> <a href="mailto:crs.qvu2@psa.gov.ph">crs.qvu2@psa.gov.ph</a> <a href="mailto:crs.qvu3@psa.gov.ph">crs.qvu3@psa.gov.ph</a>

# ASSISTANC

<b>Office or Division:</b>	<b>NEW YORK PCG, CONSULAR SECTION-ASSISTANCE TO NATIONALS</b>	
<b>Classification:</b>	<b>Consular Services</b>	
<b>Type of Transaction:</b>	<b>Public Service-External</b>	
<b>Who may avail:</b>	<b>Public</b>	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
<p><b><u>For Shipment of Remains only</u></b></p> <p>Arrange one set of original documents and one set of photocopies of the following documents:</p> <ul style="list-style-type: none"> <li>● Death Certificate</li> <li>● Burial Transit Permit (for human remains)</li> <li>● Health Certificate of No Communicable Disease (for human remains)</li> <li>● Certificate of Cremation (for cremated remains) or Embalmer’s Certificate (for human remains)</li> <li>● Notarized Mortuary Certificate (for human and cremated remains)</li> <li>● Letter of Acceptance (for human and cremated remains)</li> <li>● Information Sheet (for human and cremated remains)</li> <li>● Confirmed flight booking/itinerary</li> <li>● proof of identity of the decedent</li> </ul>	<p>To be provided by the informant and/or the funeral service provider</p>	

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>The informant sends the documentary requirements by email for pre-assessment.</p>	<p>The ATN Officer assesses whether all the documentary requirements sent are complete and in order.</p> <p>If the documents are complete and in order, the informant is instructed to submit the original documents to the Consulate in person or via mail</p>		<p>15 minutes</p>	<p>ATN Officer</p> <p>Signing Officer</p> <p>Mailing Officer</p>
<p>If documents are complete and in order, the applicant mails to the Consulate or submits in person the complete set of documents.</p>	<p>If submitted in person, the ATN Officer evaluates and checks the completeness of the original documents and instructs the informant to proceed to the cashier for payment of the fee.</p> <p>If submitted by mail, the ATN Officer receives and evaluates the documentary requirements and checks the completeness of the documents.</p> <p>If complete, the ATN officer remits to the Cashier / Collecting Officer the postal check sent by the informant as payment.</p>		<p>5 minutes</p>	
<p>Informant proceeds to the Cashier / Collecting Officer at Window twelve (12) for payment of fees.</p>	<p>Cashier / Collecting Officer issues the Official Receipt (original with duplicate copy) to the informant or the ATN Officer.</p>	<p>\$25.00</p>	<p>1-3 minutes</p>	<p>Cashier / Collecting Officer</p>

Informant returns to the ATN Officer to submit the receipt.	<p>ATN Officer receives the receipt from the informant and prepares the Consular Mortuary Certificate.</p> <p>ATN Officer submits the Consular Mortuary Certificate to the Signing Officer for review and approval.</p>		10 minutes	ATN Officer and Signing Officer
The Informant receives the Consular Mortuary Certificate for the Shipment of Remains	Once the CMC is signed, the ATN Officer issues the Consular Mortuary Certificate to the informant.		3 minutes	ATN Officer

Processing Time	Approximately thirty (30) minutes starting from the time the applicant is called for processing of the application.
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## REQUESTS FOR ASSISTANCE

CLIENT STEPS	AGENCY ACTIONS	FEES	PROCESSING TIME	PERSON RESPONSIBLE
<p>Applicant fills out Assistance to Nationals (ATN) Form and provides the details of their requested assistance, e.g. Repatriation, legal assistance, etc.</p>	<p>ATN Officer interviews the applicant. If the applicant's request falls under the mandate of the Assistance to Nationals Section.</p> <p>If the requested assistance requires funds to be sourced from the ATN Fund, the ATN Officer confers with the ATN Section's Supervising Officer for instructions.</p>	None	Variable	Supervising Officer and ATN Officer



	<p>If merited, the ATN Officer drafts the communication addressed to the DFA's Office of Migrant Workers Affairs (DFA-OMWA), for the office's consideration.</p>			
<p>The applicant may be required to submit more supporting documents. Otherwise, the applicant cooperates with the ATN Officer in the successful conclusion of the requested assistance.</p>	<p>Once the ATN Officer receives DFA-OMWA's response, the ATN Officer acts on the DFA-OUMWA's instructions.</p> <p>The ATN Officer informs the applicant of DFA-OMWA's response and provides the necessary assistance.</p>			<p>ATN Officer</p>

# DUAL

<b>Office or Division:</b>	<b>NEW YORK PCG, DUAL CITIZENSHIP SECTION</b>
<b>Classification:</b>	<b>Consular Services</b>
<b>Type of Transaction:</b>	<b>Public Service-External</b>
<b>Who may avail:</b>	<b>Public</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p><b><u>Core Requirements for Principal Applicant</u></b></p> <p>A. Printed eReceipt</p>	To be provided by the applicant.
<p>B. Duly Accomplished Dual Citizenship Application Form</p> <p>Applicants must not sign the application. This must be signed before a Consular Officer during the appointment.</p>	<p>To be provided by the applicant.</p> <p>Download an Adobe-fillable dual application form available on the Consulate website. <a href="https://newyorkpcg.org/pcgny/consular-services/dual-citizenship/">https://newyorkpcg.org/pcgny/consular-services/dual-citizenship/</a></p>
<p>C. PSA Birth Certificate (mandatory)</p> <p>Submit a copy of the Birth Certificate issued by the Philippine Statistics Authority (PSA or formerly National Statistics Office/NSO). Applicants should have the original document readily available.</p>	<p>To be provided by the applicant.</p> <p>If an applicant does not have a PSA-authenticated birth certificate, one can be ordered one online through <a href="http://www.psaserbilis.com.ph">http://www.psaserbilis.com.ph</a> OR the applicant may wish to designate a representative to secure it from the PSA and send it via courier.</p>
<p>D. Latest Philippine Passport (if available)</p>	To be provided by the applicant.

<p>Submit a copy of the data page of the latest Philippine passport. Have the original passport ready for vetting.</p>	
<p>E. PSA Marriage Certificate or ROM / US Marriage Certificate Required for married women. Submit a copy and have the original document ready for vetting.</p>	<p>To be provided by the applicant.  (Please see above on how to secure a PSA-issued document.)</p>
<p>F. Death Certificate  Required for widow. Submit a copy and have the original document ready for vetting.</p>	<p>To be provided by the applicant.</p>
<p>G. Divorce Decree or PSA Marriage Certificate with Annotation on Divorce Required for applicants who have previous marriages or divorced. Submit a copy and have the original document ready for vetting.</p>	<p>To be provided by the applicant.</p>
<p>H. US Naturalization Certificate  Submit a copy and have the original document ready for vetting.</p>	<p>To be provided by the applicant. If the original is not available, a digital copy can be requested through the USCIS website: <a href="http://www.uscis.gov/FOIA">www.uscis.gov/FOIA</a></p>
<p>I. Valid US Passport  Submit a copy of the data page of a valid US passport. Have the original passport ready for vetting.</p>	<p>To be provided by the applicant.</p>

<p>J. Applicant's Photos</p> <p>On the appointment date, bring three (3) colored 2"x 2" photos, with a plain white background. Applicants must not be wearing eyeglasses.</p>	<p>To be provided by the applicant.</p>
<p>K. Notarized Affidavit of Explanation on How You Attained US Citizenship Required for adult applicants who were included as dependents when their parent/s were naturalized. Attach to the affidavit a copy of the US Certificate of Citizenship (if available) and the US Naturalization Certificate of the parent/s</p>	<p>To be provided by the applicant.</p>
<p><b><u>Requirements for Each Dependent Minor Child</u></b></p> <p>A. Printed eReceipt</p>	<p>To be provided by the applicant.</p>
<p>B. PSA Birth Certificate / US Birth Certificate</p> <p>Submit a copy of the Birth Certificate issued either by the PSA/NSO or US Vital Records. Applicants should have the original document readily available for vetting.</p>	<p>To be provided by the applicant. If applicants do not have a PSA-authenticated birth certificate, one can be ordered one online through <a href="http://www.psaserbilis.com.ph">http://www.psaserbilis.com.ph</a> OR the applicant may wish to designate a representative to secure it from the PSA and send it via courier.</p>
<p>C. Latest Philippine Passport (if available) Submit a copy of the data page of the latest Philippine passport and have the original passport ready for vetting.</p>	<p>To be provided by the applicant.</p>

<p>D. US Certificate of Citizenship (if available)</p> <p>Submit a copy and have the original document ready for vetting.</p>	<p>To be provided by the applicant.</p>
<p>E. US Passport (if available)</p> <p>Submit a copy of the data page of the US passport and have the original passport ready for vetting.</p>	<p>To be provided by the applicant.</p>
<p>F. Child's Photos</p> <p>On the appointment date, bring two (2) colored 2"x 2" photos, with plain white background.</p>	<p>To be provided by the applicant.</p>
<p style="text-align: center;"><b><u>Petition for Inclusion of Dependent/s</u></b></p> <p><i>If the principal applicant already applied for dual citizenship and failed to include dependent children in the application, he/she may file a petition for inclusion of dependent children who are under 18 years of age and unmarried.</i></p> <p>1. Printed eReceipt</p>	<p>To be provided by the applicant</p>
<p>2. Duly accomplished Petition for Inclusion of Dependents Application Form .</p>	<p>To be provided by the applicant. The form is available on the Consulate website: <a href="https://newyorkpcg.org/pcgny/wp-content/uploads/2020/08/Petition-for-Inclusion-of-Dependents-Under-RA-9225-1.pdf">https://newyorkpcg.org/pcgny/wp-content/uploads/2020/08/Petition-for-Inclusion-of-Dependents-Under-RA-9225-1.pdf</a></p>

3. One (1) Original and two (2) photocopies of Petitioner's Dual Citizenship papers (Oath of Allegiance, Identification Certificate, & Approval Order)	To be provided by the applicant.
4. Two (2) pieces of dependent child's 2" x 2" photograph with white background taken not more than 3 months before the date of application.	To be provided by the applicant.
5. One (1) piece of principal's 2" x 2" photograph with white background taken not more than 3 months before the date of application.	To be provided by the applicant.
6. Original and two (2) photocopies of dependent child's birth certificate.	To be provided by the applicant.
7. Two (2) photocopies of dependent child's valid foreign passport bio-page.	To be provided by the applicant.
8. Two (2) photocopies of petitioner's valid passport bio-page and have the original passport ready for vetting.	To be provided by the applicant.

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
STEP 1. Set up an appointment		\$50 per principal applicant \$25 per minor dependent	5-10 minutes	Applicant

<p>STEP 2.</p> <p>Proceed to the Consulate on the appointment date and time.</p>	<p>PH Center Lobby guard checks if applicant is on the appointment list, vets identity of applicant.</p>	<p>None</p>	<p>5 minutes</p>	<p>PCMB guard</p>
<p>STEP 3.</p> <p>During appointment time, present all documents (originals and copies) to the processor.</p>	<p>Dual citizenship staff will evaluate all documents presented, conduct an interview if necessary.</p>	<p>None</p>	<p>10-15 minutes</p>	<p>Dual Citizenship staff</p>
<p>STEP 4a.</p> <p>If a petition is approved, sign the dual citizenship documents and affix thumbprints.</p>	<p>The applicant will sign the dual citizenship documents and affix thumbprints.</p>	<p>None.</p>	<p>5 minutes</p>	<p>Dual Citizenship staff</p>

<p>STEP 4b.</p> <p>If the petition lacks documents, the applicant is to provide lacking documents.</p>	<p>If the applicant lacks documents, they are given thirty (30) calendar days to comply. They have to send an email and await confirmation from the PCG prior to returning to the PH Center.</p>	<p>None.</p>	<p>Not more than 30 calendar days.</p>	<p>Applicant Dual Citizenship Staff</p>
<p>STEP 5.</p> <p>Oath of Allegiance</p>	<p>The approved applicants will take the oath of allegiance to the Republic of the Philippines.</p>	<p>None.</p>	<p>5 minutes</p>	<p>Consul</p>

## Dual Citizenship Feedback and Complaints Mechanism

<p><b>FEEDBACK AND COMPLAINTS MECHANISM</b></p>	
<p>How to send feedback</p>	<ul style="list-style-type: none"> <li>● By accomplishing a Client Feedback Form available on site</li> <li>● Send a message via the PCG FB Page</li> <li>● Send an email to <a href="mailto:newyorkpcg.dual@dfa.gov.ph">newyorkpcg.dual@dfa.gov.ph</a></li> </ul>



How feedbacks are processed	<ul style="list-style-type: none"> <li>• Administrative Officer</li> <li>• Section Staff</li> <li>• Supervising Consul</li> </ul>
How to file a complaint	<ul style="list-style-type: none"> <li>• By accomplishing a Client Feedback Form available on site</li> <li>• Send a message via the PCG FB Page</li> <li>• Send an email to <a href="mailto:newyorkpcg.dual@dfa.gov.ph">newyorkpcg.dual@dfa.gov.ph</a></li> </ul>
How complaints are processed	<ul style="list-style-type: none"> <li>• Administrative Officer</li> <li>• Section Staff</li> <li>• Supervising Consul</li> </ul>

### Dual Citizenship Section Contacts Information

Office	Address	Contact Information
Dual Citizenship Section	Philippine Consulate 556 5th Ave New York, NY 10036	Telephone: +1 (212) 764 1330 Email: <a href="mailto:newyorkpcg.dual@dfa.gov.ph">newyorkpcg.dual@dfa.gov.ph</a> Website: <a href="https://newyorkpcg.org/pcgny/consular-services/dual-citizenship/">https://newyorkpcg.org/pcgny/consular-services/dual-citizenship/</a>

# NOTARIALS

<b>Office or Division:</b>	NEW YORK PCG, NOTARIALS SECTION
<b>Classification:</b>	Consular Services
<b>Type of Transaction:</b>	Public Service-External
<b>Who may avail:</b>	Public
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b><u>Core Requirements for Applicants</u></b>	To be provided by the applicant.
1. Printed eReceipt	
2. Unsigned Document(s)  Two (2) copies of the unsigned document. It will be signed before the Consular Officer.	To be provided by the applicant.
3. One (1) Government-issued Valid ID  Bring one (1) original Government-issued Identification Document (ID), showing full name, photo and signature of the applicant (Passport, Driver's license, Resident card, etc.), including two (2) photocopies of the ID.	To be provided by the applicant.
4. Return Envelope (optional)	

<p>A self-addressed pre-paid stamped envelope, preferably USPS Priority Mail, with tracking number.</p>	
<p><b><u>Additional Requirements</u></b></p> <ol style="list-style-type: none"> <li>1. For Affidavit of Support and Consent: <ul style="list-style-type: none"> <li>• Birth Certificate of the Child - Bring original and submit two (2) photocopies.</li> <li>• Child's Passport Data Page - Bring original passport and submit two (2) photocopies.</li> <li>• Accompanying Adult/Guardian's Passport Data Page - Bring original passport and submit two (2) photocopies.</li> <li>• Parents' Passports - Bring original passports and submit two (2) photocopies of the passport data page. If a child is illegitimate, only the mother's passport is required.</li> </ul> </li> </ol>	<p>To be provided by the applicant.</p>
<ol style="list-style-type: none"> <li>2. For Affidavit of One and the Same Person: <ul style="list-style-type: none"> <li>• Supporting Documents or Government-issued IDs bearing the two different names - Bring original and submit two (2) photocopies of each document or ID. Examples of supporting documents are: birth certificate, school records, medical records, Driver's License, passport, US permanent resident card, State ID, Voter's ID, etc.</li> </ul> </li> </ol>	<p>To be provided by the applicant.</p>

<p>3. For Certification of Subsequent Marriage:</p> <ul style="list-style-type: none"> <li>• Divorce Decree- Bring original and submit two (2) photocopies.</li> <li>• Marriage Certificate with 2nd Spouse - Bring original and submit two (2) photocopies.</li> <li>• Philippine Passport - Bring original and submit two (2) photocopies.</li> <li>• US Permanent Resident Card or "Green Card" - Bring original passports and submit two (2) photocopies.</li> </ul>	<p>To be provided by the applicant.</p>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>STEP 1.</p> <p>Set up an appointment</p>		<p>US\$25.00 per notarized copy of the document.</p>	<p>5-10 minutes</p>	<p>Applicant</p>
<p>STEP 2.</p> <p>Proceed to the Consulate on the appointment date and time.</p>	<p>PH Center Lobby guard checks if applicant is on the appointment list, vets</p>	<p>None</p>	<p>1-2 minutes</p>	<p>PCMB guard</p>

	identity of applicant.			
<p>STEP 3.</p> <p>During appointment time, the applicant or applicants sign/s the document in front of the Consular Officer and submit/s valid IDs and printed eReceipt. The applicant also leaves the return envelope with the Consular Officer and takes note of its tracking number (optional).</p>	<p>Notarials Section staff will check all the documents presented.</p>	<p>None</p>	<p>3-5 minutes</p>	<p>Notarials Section staff</p>

<p>STEP 4.</p> <p>Applicant Retrieves Notarized Document</p>	<p>The applicant may retrieve the notarized document the next business day. For those who provided a mailing envelope, the Consulate will mail the notarized document/s on the next business day.</p>	<p>None</p>	<p>1-2 minutes</p>	<p>Notarials Section staff</p>
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**GUIDELINES ON THE CONDUCT OF VIDEOCONFERENCE HEARING (VCH) AT THE PHILIPPINE CONSULATE GENERAL IN NEW YORK (PCGNY)**

(1) The lawyer must send an email about the date, time and nature of the case hearing to the following:

Notarials Section  
 Philippine Consulate General in New York  
[newyorkpcg.notarials@dfa.gov.ph](mailto:newyorkpcg.notarials@dfa.gov.ph)

(2) The request for the conduct of videoconferencing must ideally be filed at least one month ahead of the preferred date for the PCGNY to make the necessary preparations. In view of the time difference between New York, USA and the Philippines, the date and time for the conduct of the VCH should be scheduled during a weekday, Monday to Friday (except holidays), preferably at 7:00 p.m. (New York Time)

(3) The schedule of the videoconference hearing must be mutually agreed upon between PCGNY and the pertinent court.

(4) Should there be a court order issued, prior to seeking the assistance of PCGNY, and the deferment of the said videoconference hearing would create an injustice on either of the litigants, PCGNY will endeavor to accommodate the date indicated in the said court order but subject to its own limitations.

(5) Counsel of pertinent litigant/witness should certify to PCGNY that the nature of the case is such that the execution of a judicial affidavit or the conduct of written interrogatories in lieu of the videoconferencing cannot be an alternative.

(6) Once the schedule of the videoconference hearing is mutually agreed upon, PCGNY will provide the following:

- (a) Set up of the area where the videoconference hearing will be held;
- (b) Display of the Philippine Flag;
- (c) Microphone, if necessary;
- (d) Technical assistance, if necessary.

(7) The litigant or witness is expected to bring his/her own laptop and use his/her own Wi-Fi network.

(8) The litigant or witness is expected to arrive thirty (30) minutes before the scheduled hearing.

(9) The litigant or witness is expected to log himself/herself into the virtual conference platform provided by the court.

(10) Unless prohibited by the judge, one (1) consulate personnel shall be present in the venue during the videoconference hearing. Such presence will be subject to existing data protection regulations.

The said consulate personnel, if required by the judge, will identify himself/herself on screen, show his/her proof of identification, and confirm that the videoconference hearing is indeed being conducted within the premises of PCGNY.

(11) The litigant or witness shall pay the amount of Two Hundred and Twenty-Three US Dollars (US\$223.00) for the use of the venue. The fee can be paid by money order (not personal check) or cash (if able to go to the consulate). The fee should be paid one (1) week before the scheduled videoconference hearing.

If the litigant or witness is unable to go to the Consulate before the scheduled hearing to pay for the use of the venue, he/she may send the money order by mail/courier to the following address:

NOTARIALS SECTION (VIDEOCONFERENCE HEARING)  
Philippine Consulate General

556 Fifth Avenue  
New York, NY 10036

The litigant or witness is expected to take note of the tracking number of the envelope (with enclosed money order) so that he/she can monitor the progress of the money order's delivery.

For the schedule of fees, please click here:

<https://newyorkpcg.org/pcgny/consular-services/schedule-of-fees/>

(12) Should the litigant or witness require a certification to the effect that the videoconference hearing was conducted at the PCGNY, a fee of US\$40.00 (forty US Dollars) will be charged for the certificate.

(13) Official receipt shall be issued for all fees paid by the litigant or witness.

### **GUIDELINES FOR REMOTE NOTARIZATION**

Remote notarization is reserved only to those who are physically unable to travel to the Consulate due to their health condition (subject to submission of sufficient proof of medical condition), and to those who live in areas within our consular jurisdiction whose travel time takes more than three (3) hours from the Consulate.

1. Applicant sends an email request for remote notarization to [newyorkpcg.notarials@dfa.gov.ph](mailto:newyorkpcg.notarials@dfa.gov.ph) and attach the following documents:
  - A. The unsigned document to be notarized;
  - B. An unedited video clip of the client signing the document; and
  - C. Scanned copies of the competent/valid IDs of the applicant and his/her witness/es.
2. Once approved, the applicant shall receive a notification via email and will be asked to send the signed document via personal or courier service, along with the payment, and two copies of each of the other documentary requirements.
3. Notarials Section officer/staff will schedule a videoconference with the applicant. During the videoconference, the applicant shall confirm his/her identity and current location. Notarials Section officer/staff opens the sealed envelope in full view of the applicant and asks the applicant to confirm the identity of the document.
4. Applicant signs in a blank piece of paper. Notarials Section officer/staff shall compare the signature with those appearing in the document.
5. Applicant and witness/es shall confirm and declare that the signatures on



the document are their signatures, and that it is their free and voluntary act and deed.

6. Notarials Section officer/staff takes screenshots of the videoconference showing all the parties who participated in the notarial act.
7. A Notarial Certificate shall be issued by PCGNY stating that the notarial act was done through videoconferencing.
8. The applicant may then retrieve the document either in person or delivered through the return envelope the applicant provided.

## Notarials Section Feedback and Complaints Mechanism

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
How to send feedback	<ul style="list-style-type: none"> <li>By accomplishing a Client Feedback Form available on site</li> <li>Send a message via the PCG FB Page</li> <li>Send an email to <a href="mailto:newyorkpcg.notarials@dfa.gov.ph">newyorkpcg.notarials@dfa.gov.ph</a></li> </ul>
How feedbacks are processed	<ul style="list-style-type: none"> <li>Administrative Officer</li> <li>Section Staff</li> <li>Supervising Consul</li> </ul>
How to file a complaint	<ul style="list-style-type: none"> <li>By accomplishing a Client Feedback Form available on site</li> <li>Send a message via the PCG FB Page</li> <li>Send an email to <a href="mailto:newyorkpcg.notarials@dfa.gov.ph">newyorkpcg.notarials@dfa.gov.ph</a></li> </ul>
How complaints are processed	<ul style="list-style-type: none"> <li>Administrative Officer</li> <li>Section Staff</li> <li>Supervising Consul</li> </ul>

# Notarials Section Contacts Information

Office	Address	Contact Information
Notarials Section	Philippine Consulate General 556 5th Ave New York, NY 10036	Telephone: +1 (212) 764 1330 Email: <a href="mailto:newyorkpcg.notarials@dfa.gov.ph">newyorkpcg.notarials@dfa.gov.ph</a> Website: <a href="https://newyorkpcg.org/pcgny/consular-services/legalization-notarization/">https://newyorkpcg.org/pcgny/consular-services/legalization-notarization/</a>

# VISA SECTION

A citizen of a foreign country who seeks to enter the Philippines generally must first obtain a Philippine visa, which is placed in the traveler's passport, a travel document issued by the traveler's country of citizenship. Certain international travelers may be eligible to travel to the Philippines without a visa if they meet the requirements for visa-free travel. The type of visa an applicant must obtain is defined by Philippine immigration law, and relates to the purpose of the applicant's travel.

<b>Office or Division:</b>	<b>Philippine Consulate General in New York</b>
<b>Classification:</b>	<b>Consular Service - Visa</b>
<b>Type of Transaction:</b>	<b>Public Service - External</b>
<b>Who may avail:</b>	<b>Foreign nationals who wish to enter the Philippines for a short- or long-term stay in the country</b>
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p><b>9(a) Visa Application</b></p> <ul style="list-style-type: none"> <li>- Duly accomplished non-immigrant visa application <a href="#">FA Form No. 2-A</a> , signed and notarized;</li> <li>- Electronic or machine-readable passport valid for at least six (6) months beyond authorized period of stay in the Philippines</li> <li>- One (1) colored photo 1.77" x 1.37" (3.5 cm x 4.5 cm);</li> <li>- Proof of financial capability;</li> <li>- Round trip flight itinerary to country of origin or next country of destination;</li> <li>- (For non-US citizens) Proof of legal status/residency in the US;</li> <li>- Previously issued Philippine visa, if any;</li> <li>- A notarized letter of invitation from the sponsor/reference in the Philippines AND copy of the sponsor's valid ID; or</li> <li>- Hotel accommodation/proof of lodging indicating the length of stay (inclusive dates).</li> </ul>	<p>All 9(a) visa applications are lodged online at <a href="http://visa.gov.ph">visa.gov.ph</a>.</p> <p>To be provided for by the applicant.</p> <p>Visa forms are available are at the Consulate's visa link in the website at <a href="https://newyorkpcg.org/pcgny/consular-services/visa/">https://newyorkpcg.org/pcgny/consular-services/visa/</a></p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit <a href="https://www.visa.gov.ph">https://www.visa.gov.ph</a> and complete the online visa application	The consular officer assesses the completeness of the submitted requirements: If incomplete, informs the applicant to submit lacking/revised documents; If complete, informs the applicant that the application will be endorsed to the DFA for its consideration;	<u>Visa-free nationals:</u>  Single Entry (Regular) \$30.00 (Expedite) \$40.00	Single Entry Visa: 7-14 working days upon receipt of complete documentary requirements AND DFA approval	Applicant Visa Officer
2. Once successfully lodged, the applicant emails one copy each of the documentary requirements at <a href="mailto:newyorkpcg.visa@dfa.gov.ph">newyorkpcg.visa@dfa.gov.ph</a>		Multiple Entry (6Mos) \$60.00 (1Yr) \$90.00  <u>Non- visa-free nationals:</u>  Single Entry (Regular) \$40.00 (Expedite) \$50.00		Multiple Entry Visa: 1-2 months upon receipt of complete documentary requirements and DFA approval
	The consular officer sends a fax to the Department for its approval;	Multiple Entry (6Mos) \$80.00 (1Yr) \$120.00		Visa Officer
	Once response is received from the Department, applicant is informed to submit the complete documentary requirements	<u>For CHN nationals:</u>  Single Entry		OCA-Visa  NICA  Visa Officer

<p>3. The applicant sends/submits the physical copies of the documentary requirements</p>	<p>The consular officer assesses the completeness of the physical documents submitted and issues the visa</p>	<p>(Regular) \$25.00 (Expedite) \$35.00  Multiple Entry (3Mos) \$50.00</p>		<p>Visa Officer  Applicant</p>
<p>4. The applicant receives the passport with affixed visa</p>	<p>The consular officer requests the applicant to acknowledge the visa issued by having him/her sign photocopy of the issued visa</p>	<p>(6Mos) \$100.00</p>		<p>Visa Officer  Applicant</p>

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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<p>9(b) Visa Application</p> <ul style="list-style-type: none"> <li>- Duly accomplished non-immigrant visa application FA Form No. 2-A, typed or printed legibly in black or blue ink, and signed and notarized;</li> <li>- Electronic or machine-readable passport valid for at least six (6) months beyond authorized period of stay in the Philippines [for email submission, the data page of the passport];</li> <li>- One (1) colored photo 1.77" x 1.37" (3.5 cm x 4.5 cm), taken within six months before the date of application, showing a clear front view of the applicant's face, with a white background; no eyeglasses or sleeveless attire. Digital photographs are not accepted;</li> </ul>	<p>To be provided by the applicant.</p> <p>Visa forms are available are at the Consulate's visa link in the website at <a href="https://newyorkpcg.org/pcgny/consular-services/visa/">https://newyorkpcg.org/pcgny/consular-services/visa/</a></p>
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<p>- Round trip flight itinerary to country of origin or next country of destination.</p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. The applicant emails one copy each of the documentary requirements at <a href="mailto:newyorkpcg.visa@dfa.gov.ph">newyorkpcg.visa@dfa.gov.ph</a></p>	<p>The consular officer assesses the completeness of the submitted requirements: If incomplete, informs the applicant to submit lacking/revised documents; If complete, informs the applicant that the application will be endorsed to the DFA for its approval;</p>	<p>\$20.00</p>	<p>7-14 working days upon receipt of complete documentary requirements AND DFA approval</p>	<p>Applicant Visa Officer</p>
	<p>The consular officer sends a fax to the Department for its approval;</p>			<p>Visa Officer</p>

	Once response is received from the DFA, the consular officer informs the client to send the physical copy of the documents submitted.		Visa Officer OCA-Visa NICA
2. The applicant submits/sends the physical copies of the documentary requirements	The consular officer assesses the completeness of the physical documents submitted and issues the visa		Applicant Visa Officer
3. The applicant receives the passport with affixed visa	The consular officer requests the applicant to acknowledge the visa issued by having him/her sign photocopy of the issued visa		Applicant Visa Officer
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
9(c) Visa Application <ul style="list-style-type: none"> <li>- Duly accomplished non-immigrant visa application FA Form No. 2-A, signed and notarized;</li> <li>- Signed and notarized letter from employer or manning agency stating the vessel where the applicant will work and the Philippine port where the applicant will board the vessel. (Seamen are allowed to present a one-way plane ticket.)</li> </ul>		To be provided by the applicant.  Forms are available are at the Consulate's visa link in the website at <a href="https://newyorkpcq.org/pcgny/consular-services/visa/">https://newyorkpcq.org/pcgny/consular-services/visa/</a>	

<ul style="list-style-type: none"> <li>- Electronic or machine-readable passport valid for at least six (6) months beyond authorized period of stay in the Philippines [for email submission, the data page of the passport];</li> <li>- One (1) colored photo 1.77" x 1.37" (3.5 cm x 4.5 cm);</li> <li>- Round trip flight itinerary to country of origin or next country of destination;</li> </ul>				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. The applicant emails one copy each of the documentary requirements at <a href="mailto:newyorkpcg.visa@dfa.gov.ph">newyorkpcg.visa@dfa.gov.ph</a></p>	<p>The consular officer assesses the completeness of the submitted requirements: If incomplete, informs the applicant to submit lacking/revise documents; If complete, informs the applicant that the application will be endorsed to the DFA for its approval;</p>	<p>Individual \$20.00</p> <p>Crew List Visa:</p> <p>up to forty (40) crew members \$100.00</p> <p>from 41 to 100 crew members \$150.00</p> <p>from 101 to 200 crew members \$200.00</p>	<p>7-14 working days upon receipt of complete documentary requirements AND DFA approval</p>	<p>Applicant Visa Officer</p>



	The consular officer sends a fax to the Department for its approval;	in excess of 200 crew members \$250.00	Visa Officer
	Once response is received from the DFA, the consular officer informs the client to send the physical copy of the documents submitted.		Visa Officer OCA-Visa NICA
2. The applicant sends/submits the physical copies of the documentary requirements	The consular officer assesses the completeness of the physical documents submitted and issues the visa		Applicant Visa Officer
3. The applicant receives the passport with the affixed visa	The consular officer requests the applicant to acknowledge the visa issued by having him/her sign photocopy of the issued visa		Applicant Visa Officer
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	

<p>9(e) Visa Application</p> <ul style="list-style-type: none"> <li>- Duly accomplished non-immigrant visa application FA Form No. 2-A, signed and notarized;</li> <li>- Electronic or machine-readable passport valid for at least six (6) months beyond authorized period of stay in the Philippines;</li> <li>- One (1) colored photo 1.77" x 1.37" (3.5 cm x 4.5 cm);</li> <li>- Note Verbale or letter from the mission / international organization.</li> <li>- For Spouse/Child of an FGO: submit legal proof of relationship to principal, i.e. marriage certificate, birth certificate</li> <li>- For Household member: submit photocopy of principal's data page and visa stamp;</li> </ul>		<p>To be provided by the applicant.</p> <p>Visa forms are available are at the Consulate's visa link in the website at <a href="https://newyorkpcg.org/pcgny/consular-services/visa/">https://newyorkpcg.org/pcgny/consular-services/visa/</a></p>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

<p>1. The applicant submits one copy each of the documentary requirements at the Consulate</p>	<p>The consular officer assesses the completeness of the submitted requirements: If incomplete, informs the applicant to submit lacking/revised documents; If complete, the consular officer accepts the documents and advises applicant to return the following day</p> <p>N.B.</p> <p>For 9(e-1) and 9(e-3) visa categories, authority from the DFA is required prior to visa issuance</p>	<p>Gratis</p>	<p>For 9(e-2) visa categories, only one day</p> <p>For 9(e-1) and 9(e-3) visa categories, 7-14 working days upon receipt of complete documentary requirements AND DFA approval</p>	<p>Applicant Visa Officer</p> <p>*OCA-Visa [for 9(e-1) and 9(e-3)]</p>
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	<p>For 9(e-2) visa category, the consular officer issues the visa;</p> <p>For 9(e-1) and 9(e-3) visa categories, once a response is received from the DFA, the consular officer issues the visa</p>			<p>Visa Officer</p>
<p>2. The applicant receives the passport with the affixed visa</p>	<p>The consular officer requests the applicant to acknowledge the visa issued by having him/her sign photocopy of the issued visa</p>			<p>Applicant Visa Officer</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>13(a) Visa Application</p> <ul style="list-style-type: none"> <li>- Legal proof of relationship, i.e. marriage contract issued by the Philippine Statistics Authority (PSA) between the Philippine citizen and foreign national or PSA issued Report of Marriage Contracted Abroad;</li> </ul>	<p>To be provided by the applicant.</p> <p>Visa forms are available are at the Consulate's visa link in the website at <a href="https://newyorkpcg.org/pcgny/consular-services/visa/">https://newyorkpcg.org/pcgny/consular-services/visa/</a></p>

- PSA birth certificate of the Philippine citizen;
- Duly notarized petition letter of the Filipino spouse;
- US passport valid for at least six (6) months beyond authorized period of stay in the Philippines. If not a US citizen, applicant must show proof of legal residence in the US, in addition to the valid foreign passport;
- Duly-accomplished and notarized application form FA Form No. 3;
- Six (6) photographs (2" x 2") with white plain background, signed on the front left side;
- Medical certification (DFA Form No. 11) duly accomplished by any physician whose signature must be notarized by a notary public. Must be submitted together with chest x-ray in digital image (CD format) and laboratory reports (original and two copies). Medical report must be valid for at least six (6) months prior to date of filing of application;
- Police clearance certificate taken not more than six (6) months prior to date of filing of visa application;
- Proof of the applicant's financial capacity (e.g. title of real estate property, investment certificate, bank certificate of existing checking or savings account, or notarized Affidavit of Support from a relative in the Philippines);

Above documents to be submitted in triplicate, arranged in the following order/sequence:

– First Set – All original documents.

<p>– Second Set – Original FA Form No. 3 and copies of all other documents.</p> <p>– Third Set – same as second set</p>				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEE TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p>1. The applicant submits via email one copy each of the documentary requirements for pre-assessment;</p>	<p>The consular officer assesses the completeness of the submitted requirements: If incomplete, informs the applicant to submit lacking/revised documents; If complete, the consular officer accepts the documents and advises applicant that the application will be endorsed to the Department of Foreign Affairs for its consideration.</p>	<p>\$150.00</p>	<p>One to two months or upon receipt of DFA response</p>	<p>Applicant Visa Officer</p>
	<p>The consular officer sends a fax to the Department for its consideration;</p>			<p>Visa Officer OCA-Visa</p>

	Once approval is received, informs the applicant to send physical copies of the documents and to appear at the Consulate for interview			Visa Officer
2. The applicant sends the physical copies of the complete documentary requirements and appears at the Consulate for interview	The consular officer makes the final assessment of the submitted physical documents, interviews the husband and wife, and issues the visa			Visa Officer Applicant
3. The applicant receives the passport with the affixed visa	The consular officer requests the applicant to acknowledge the visa issued by having him/her sign photocopy of the issued visa			Visa Officer Applicant

Office	Address	Contact Information
OCA-Visa	Aseana Business Park, Bradco Avenue, corner Diosdado Macapagal Blvd, Parañaque, 1714	8556-0000 oca.visa@dfa.gov.ph visa@dfa.gov.ph

NICA

V Luna Road, Quezon City, Philippines  
1100

[\(oirrs.diii@nica.gov.ph\)](mailto:oirrs.diii@nica.gov.ph)



# FEEDBACK AND COMPLAINTS

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send feedback</b>	<ul style="list-style-type: none"> <li>By accomplishing a Client Feedback Form available on site</li> <li>By sending a message via the PCG FB Page</li> <li>By sending an email to <a href="mailto:newyorkpcg.consular@dfa.gov.ph">newyorkpcg.consular@dfa.gov.ph</a></li> </ul>
<b>How feedbacks are processed</b>	<p>Feedback is reviewed and processed by the Supervising Officer, and the Administrative Officer. If merited, the feedback is sent to the Consul General for appropriate action.</p>
<b>How to file a complaint</b>	<ul style="list-style-type: none"> <li>By accomplishing a Client Feedback Form available on site</li> <li>By sending a message via the PCG FB Page</li> <li>By sending an email to <a href="mailto:newyorkpcg.consular@dfa.gov.ph">newyorkpcg.consular@dfa.gov.ph</a></li> </ul> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>Details of the incident including proof</li> <li>Name of the consular section personnel involved.</li> </ul>
<b>How complaints are processed</b>	<p>Complaints received are reviewed and investigated. Whenever necessary, further interviews are conducted with clients, witnesses, and the consular personnel. Complainants are duly updated and provided feedback on the action taken by the Consulate.</p>

## SECTION CONTACTS INFORMATION

OFFICE	ADDRESS	CONTACT INFORMATION
<b>Philippine Consulate General in New York</b>	556 5th Ave, New York, NY 10036	Telephone: +1 (212) 764 1330  Email: <a href="mailto:newyorkpcg.consular@dfa.gov.ph">newyorkpcg.consular@dfa.gov.ph</a>  Website: <a href="https://newyorkpcg.org/pcgny/consular-services">https://newyorkpcg.org/pcgny/consular-services</a>
<b>Passport Section</b>		Email: <a href="mailto:newyorkpcg.passport@dfa.gov.ph">newyorkpcg.passport@dfa.gov.ph</a>
<b>Civil Registration Section</b>		Email: <a href="mailto:newyorkpcg.civilregistry@dfa.gov.ph">newyorkpcg.civilregistry@dfa.gov.ph</a>
<b>Assistance to Nationals</b>		Email: <a href="mailto:newyorkpcg.atn@dfa.gov.ph">newyorkpcg.atn@dfa.gov.ph</a>
<b>Dual Citizenship Section</b>		Email: <a href="mailto:newyorkpcg.dual@dfa.gov.ph">newyorkpcg.dual@dfa.gov.ph</a>
<b>Notarials Section</b>		Email: <a href="mailto:newyorkpcg.notarials@dfa.gov.ph">newyorkpcg.notarials@dfa.gov.ph</a>
<b>Visa Section</b>		Email: <a href="mailto:newyorkpcg.visa@dfa.gov.ph">newyorkpcg.visa@dfa.gov.ph</a>