**Philippine Consulate General, New York**

CONSULAR OUTREACH

**CIVIL REGISTRY APPOINTMENT REQUEST FORM**

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| **Site and date of Consular Outreach Activity:** |

**Applicant’s information (one form per applicant):**

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| 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 (may be downloaded from <https://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Birth-rev-25-April-2021.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://newyorkpcg.org/pcgny/civil-registration/report-of-birth-of-a-filipino-abroad/) |
| For Report of Marriage: | |
|  | Fully accomplished **Report of Marriage Form** (may be downloaded from <https://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Marriage-rev-25-April-2021.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://newyorkpcg.org/pcgny/civil-registration/report-of-marriage-of-a-filipino-abroad/>) |
| For Report of Death: | |
|  | Fully accomplished **Report of Marriage Form** (may be downloaded from <http://newyorkpcg.org/pcgny/wp-content/uploads/2020/09/Report-of-Death-Form_Jan2021.pdf>) |
|  | Photocopy of the **Death Certificate** issued by the State Department of Health |
|  | Proof of Filipino citizenship of the deceased |

**Send THIS FORM (scanned copy) together with your passport application form and supporting documents at least five (5 days) prior to the scheduled consular outreach activity to the Philippine Consulate General by email to** [newyorkpcg.consularoutreach@dfa.gov.ph](file:///C:\Users\lizette.vasquez\Desktop\Lisette_PubDiplomacy\Consular\newyorkpcg.consularoutreach@dfa.gov.ph)

**Important reminders:**

1. Facemask is required even for vaccinated clients.
2. Applicants will only be allowed inside, 10 minutes before the set appointment.
3. Only applicants whose documents have been received by the Consulate General five (5) days prior to the scheduled consular outreach activity will be accommodated.
4. 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.
5. 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 the supporting documents, including other documents that the Consular Officer may require;
* payment of $25.00.

**For further information on the Civil Registry concerns passport, please visit** <https://newyorkpcg.org/pcgny/civil-registration/>

**For queries on the Consular Outreach Activity, please send an email to** [newyorkpcg.consularoutreach@dfa.gov.ph](file:///C:\Users\lizette.vasquez\Desktop\Lisette_PubDiplomacy\Consular\newyorkpcg.consularoutreach@dfa.gov.ph)