

**Checklist of requirements for CONSULAR SERVICES**

**PASSPORTS AND TRAVEL DOCUMENTS**

**NEW PASSPORT**

- Personal Appearance
- Application Form
- Original and copy of Report of Birth (if born abroad)
- Original and copy of Marriage Certificate or Report of Marriage of parents (if applicable)
- Copy of passport of parent accompanying the child (if legitimate)
- Copy of passport of mother (if illegitimate)
- Fee: **60 USD**
- **RENEWAL - ADULT**
- Personal Appearance
- Application form
- Current ePassport with photocopy of data page
- Original and copy of PSA-apostillized BC (for brown and green passports bearing no complete middle name)
- Original and copy of PSA-apostillized MC/ROM (for brown passports under married name; or if female applicant will be using her married name)
- PHL Report of Marriage in PSA security paper (change of Single Name to Married Name)
  - Fee: **60 USD**

**RENEWAL - MINOR**

- Application form
- Personal Appearance of minor applicant **and** either parent or authorized adult companion
- Original and copy of current e-passport
- Copy of proof of filiation with Filipino parent such as Report of Birth or COLB
- Marriage certificate of parents if child is legitimate and
- Copy of passport of either parent accompanying the child (if legitimate).
- If parents are unmarried, a Special Power of Attorney (SPA) executed by the Mother along with her passport will be required if she is not accompanying the child

**CHANGE OF NAME FROM SINGLE TO MARRIED NAME**

- Personal Appearance
- Application form
- Current ePassport with photocopy of data page
- Original PSA authenticated documents that will support the change of name.
  - o Marriage Contract
  - o Annotated Birth Certificate
  - o Annotated Marriage Contract to show annulment/divorce/court ordered instruction
  - o Death Certificate of Spouse
- Copy of valid IDs
- Fee: **60 USD**

**LOST PASSPORT (When reporting a lost passport)**

- Personal Appearance
- Passport Application Form
- Copy of the lost passport (if available)
- Affidavit of loss (**25USD notarial fee**)
- Police report (for lost-valid passports)
- Copy of PSA-Apostillized BC and MC/ROM if under married name (if copy of lost passport is not available)
- At least 2 valid IDs (PH govt-issued IDs, residence permit or working permit)
- Note: There will be a 15-day clearing and verification from DFA Manila before issuance of new passport**

— **Lost passport applications: Fee: 150 USD**

**(ISSUANCE OF NEW PASSPORT DUE TO LOST PASSPORT)**

- Original PSA-Authenticated Birth certificate or ROB in security paper
- Original and copy of PSA Marriage Contract or Report of Marriage (if female applicant is using married name)
- Valid IDs (e.g. PH govt-issued IDs, residence permit or working permit)

**Emergency Travel Document** (valid for one way travel to the PHL)

- Lost passport or Birth Certificate; and valid identification proving Filipino citizenship
- Three pieces passport size photo with white background
- (Fee: **30USD**)

**CIVIL REGISTRATION (4 SETS REQUIRED: CLIENT, PCG ISTANBUL, DFA AND PSA)**

**REPORT OF BIRTH**

- Report of Birth Form (4 originals)
- Birth record/certificate from the hospital (with English translation);
- Original official report of birth (Doğum Kayıt Örneği FORM A) from City/Municipality Civil Registrar (Nüfus Müdürlüğü) with English translation
- Passport of Filipino parent/s and Turkish/foreign passport or citizenship I.D. (Kimlik) of Turkish/foreign parent;
- PSA Marriage Contract or Report of Marriage of parents
- **Affidavit of delayed registration of birth if filed beyond 1 year from the date of birth with fee of 25USD**
- Affidavit of Admission of Paternity (AAP) if applicable
- Affidavit to Use Surname of the Father (AUSF) if applicable
  - **Fee for ROB is 25USD**

**REPORT OF MARRIAGE (4 SETS REQUIRED: CLIENT, PCG ISTANBUL, DFA AND PSA)**

- Report of Marriage form (4 originals)
- Official Report of Marriage (Evllenme Kayıt Örneği FORMUL B) issued from the City/Municipality Civil Registrar (Nüfus Müdürlüğü) with English translation

- Copy of International/Multi-lingual (Red) Book of the Family (Uluslararası Aile Cüzdanı/Livret de Famille International) pages 1 to 7
- Copy of passports/citizenship identifications of contracting parties
- **Fee for ROM is 25USD**
- Affidavit of delayed registration of marriage if filed beyond 1 year from the date of marriage with **Fee of 25USD**

**LEGAL CAPACITY TO CONTRACT MARRIAGE (LCCM)**

(For the Filipino applicant )

- Application form
- Original DFA-Apostillized PSA Birth Certificate
- Valid Passport and copy

*Single*

- Original DFA-Apostillized PSA Certificate of No Marriage (CENOMAR)
- For applicants who are 18-20 yrs old- Affidavit of consent from the parents. If parents are in PH, affidavit must be apostillized by DFA.
- For 21-25 yrs old, Advice from the parents. If parents are in PH, affidavit should be apostillized by DFA

*Annulled/Divorced*

- DFA-Apostillized PSA MC or ROM with annotation on Annulment/Recognition of Foreign Decree on Divorce
- DFA-Apostillized Court Order and Finality

*Widowed*

- DFA-Apostillized PSA MC/ROM
- DFA-Apostillized PSA Death Certificate of deceased spouse
- Death Certificate of foreign spouse with English translation

(For the Fiance)

- Valid Passport or ID and security clearance (no criminal record)
- **Fee: 25USD**

**REPORT OF DEATH (4 SETS REQUIRED: CLIENT, PCG ISTANBUL, DFA AND PSA)**

- Report of Death form (4 originals)
- Certificate of Death from Hospital and Municipality
- Photocopy of the passport or ID or the deceased
- Photocopy of the passport of ID of the informant
  - **Fee for ROD is 25USD**
  - **Affidavit of delayed registration of death if filed beyond 1 year from the date of death with fee of 25USD**

If shipped to the PHL:

- Consular Mortuary Certificate (CMC) with **Fee of 25USD**
- Airway bill and flight details
- Name of consignee or the name, address and contact number of the person who is authorized recipient of the cadaver in the Philippines
- Certificate of Disinfection
- Embalming/Antiseptic Certificate
- Autopsy Report
- Transfer of Funeral Certificate

**NOTARIZATION OF DOCUMENTS**

**NOTARIALS/ACKNOWLEDGMENT (affidavits, Special Power of Attorney, invitations to visit Turkey, oaths)**

- Original Document to be notarized/acknowledged plus copy
- All pages to be signed by Affiant and 2 witnesses
- Valid Passport and copy
- **Fee: 25 USD**

**VISAS TO THE PHL (Tourist; Business; Spouse of Filnational; 9C seaman/crew list visa)**

- Accomplished visa application forms (attach latest photo with white background)
- Copy of datapage of passport/seaman's book (valid for at least 6 months)
- Valid resident/working permit (if foreign resident)
- A letter from the office/shipping company requesting the issuance of visa and also stating the nature and duration of the trip
- Flight details and itinerary
- Residence in the PHL/Hotel information/reservation in the Philippines, if applicable
- Invitation letter (if any) or letter explaining the reason of visiting the Philippines
- Bank Statement (Checking/Saving account) duly certified by the bank manager

**9A visa (spouses or business) fee is 30USD**

**Individual seaman 9c visa is 20 USD**

**9c Crew list visa (Less than 40 crew = 100USD, 41-100 crew=150USD, 100-200 crew =200USD, in excess of 200 crew=250USD;**

**Notarization of crew list visa = 25USD**

**NBI CLEARANCE**

- Duly-filled up NBI form (to be obtained from the Embassy)
- Present valid passport and submit copy
- One (1) 2x2 colored photo with white background
- **Attestation Fee of 25USD**

**All Services: Expedite or same day release, Expediate fee of 10USD**