

REACQUISITION OF PHILIPPINE CITIZENSHIP

CHECK YOUR ELIGIBILITY: You are eligible to apply for this service if you: (1) were born Filipino; (2) became a naturalized citizen of another country; (3) are at least 18 years old; and (4) will personally appear at the Philippine Embassy in Washington DC. Book your appointment at tinyurl.com/wdcpappointment

DOCUMENTARY REQUIREMENTS

- Duly-accomplished **Application Form**
- Original and one (1) photocopy of **birth certificate** issued by the Philippine Statistics Authority
Get your PSA document from psahelpline.ph or psaserbilis.com.ph
- Original and one (1) photocopy of **Philippine passport** data page, regardless of expiration date
- Original and one (1) photocopy of **foreign passport** data page, regardless of expiration date
- Original and one (1) photocopy of **document to support change of name**, if applicable
Example: marriage certificate, divorce/annulment decree, spouse's death certificate, etc.
- Original and one (1) photocopy of **naturalization certificate** issued by the foreign government
- Two (2) colored **2" x 2" photos** with white background, taken within six months
- USD 50 **processing fee** (additional USD 10 for consular outreach processing)
Cash, debit/credit card, or money order made to the Embassy of the Philippines

ADDITIONAL REQUIREMENTS FOR DERIVATIVE CITIZENSHIP OF MINORS

- Original and one (1) photocopy of **birth certificate**
- Original and one (1) photocopy of **Philippine passport** data page
- Original and one (1) photocopy of **foreign passport** data page
- Two (2) colored **2" x 2" photos** with white background, taken within six months
- USD 25 **processing fee** per minor
Cash, debit/credit card, or money order made to the Embassy of the Philippines

IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **FILIPINO AT BIRTH?** If one of your parents was a Filipino citizen at the time of your birth (on or after 17 January 1973), you are a Filipino citizen at birth and are not eligible for this service. File your [Report of Birth](#) application with the Philippine Embassy/Consulate with jurisdiction over the place of your birth.
- **FOR CONSULAR OUTREACH MISSIONS,** dual citizenship applications must be mailed to the Embassy in advance to secure an appointment. Visit tinyurl.com/OutreachDC for outreach instructions.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **PASSPORT INFORMATION.** If you would like to apply for a passport on the same day of your oath taking ceremony, bring another set of photocopies of your documents and a USPS Priority Mail Flat Rate Envelope with USD 12.90 stamps. The name on your passport will follow the name on your PSA documents.
- **YOUR NEXT STEPS.** Get a certified true copy of your dual citizenship certificate. Report your marriage. Report your child's birth. Apply for your spouse's immigrant visa. Register as an overseas voter.

CONSULAR NOTARIZATION

The Philippine Embassy can notarize your document if: (1) it was not issued by a government agency; (2) it has not been notarized by a notary public; (3) it will be used only in the Philippines; and (4) you and other signatories will personally appear at the Philippine Embassy in Washington DC. Book your appointment at tinyurl.com/wdcpeappointment

DOCUMENTARY REQUIREMENTS

Unsigned Document

Original document and its enclosures

You will sign the document/s in the presence of the consular officer

Valid ID

Present each signatory's original valid ID (preferably passport or driver's license)

One (1) photocopy of each signatory's valid ID for each set of documents to be notarized

Extra Set of Documents

One (1) additional set of unsigned documents, attachments, and ID for the Embassy's records

Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps

USD 25 **processing fee** per document

Additional USD 10 expedite fee per document for next-day release

Cash, debit/credit card, or money order made to the Embassy of the Philippines

IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **TEMPLATES** for affidavits and SPAs can be found at philippineembassy-dc.org/forms/
- **WE CANNOT NOTARIZE** any of the following: documents issued by government agencies, whether Philippine or foreign (ex. birth/marriage/death certificates, court records, school transcripts, IDs, etc.); photocopied documents; corporate documents; documents intended for countries other than the Philippines; or documents that will be used within the United States.
- **NEED A WITNESS?** If your documents require a witness, you will need to bring your own independent witness during your appointment. The Embassy does not provide witnesses.
- **IF YOU CANNOT TRAVEL TO THE EMBASSY, APOSTILLE** is a more convenient alternative. Notarize your documents through your local notary public, obtain an Apostille from a designated authority, and the document will be accepted in the Philippines. The Embassy does not "red ribbon" or apostille documents. All countries and territories under the Embassy's jurisdiction, except Haiti, are members of the Apostille Convention. Visit philippineembassy-dc.org/apostille/ to see the list of designated competent authorities.
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.

Full information on this service can be found at philippineembassy-dc.org/notarials

Questions? Email us at notarials@phembassy-us.org

NEW ADULT PASSPORT

Refer to this checklist if **ONE** of these applies to you:

- You are an adult getting your first Philippine passport
 - Your most recent Philippine passport was green, brown, or maroon (with no chip)
 - You are getting your first passport after reacquiring your Philippine citizenship (dual citizen)
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DOCUMENTARY REQUIREMENTS

- Duly-accomplished **Application Form**
Book your appointment at passport.gov.ph to receive your application form
 - Original and one (1) photocopy of **birth certificate** issued by the Philippine Statistics Authority
Get your PSA document from psahelpline.ph or psaserbilis.com.ph
If born outside the Philippines, first report your birth to the PH Embassy/Consulate
 - Original and one (1) photocopy of **proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
 - Original and one (1) photocopy of **Philippine passport** data page, regardless of expiration date
 - Original and one (1) photocopy of **foreign passport** data page
 - Original and one (1) photocopy of **PSA-issued document to support change of name**
Example: Report of Marriage, marriage/death certificate, annotated birth/marriage certificate
If married outside the Philippines, first report your marriage to the PH Embassy/Consulate
 - Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
 - USD 60 **processing fee**
Cash, debit/credit card, or money order made to the Embassy of the Philippines
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IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **NEED PSA DOCUMENT?** Order online at psahelpline.ph to have it delivered to your address abroad.
- **NO NEED TO BRING PHOTOS.** Your passport photo will be taken during your appointment.
- **PASSPORT NAME.** The name on your passport will follow the name on your PSA documents. We cannot use non-PSA documents as a basis for name change.
- **TRACK YOUR PASSPORT.** Keep a copy of your tracking label to track your passport six weeks after your appointment. You may also track your passport here: philippineembassy-dc.org/phpassport-finder/
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.

ADULT PASSPORT RENEWAL

Refer to this checklist if **ONE** of these applies to you:

- Your most recent passport is an e-passport (maroon with chip logo on the cover)
 - Your e-passport is expired/expiring
 - Your e-passport is still valid but your name has changed
 - Your e-passport is still valid but your appearance cannot be recognized from your passport photo
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DOCUMENTARY REQUIREMENTS

- Duly-accomplished **Application Form**
Book your appointment at passport.gov.ph to receive your application form
 - Original and one (1) photocopy of **Philippine passport** data page, regardless of expiration date
 - Original and one (1) photocopy of **proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
 - Original and one (1) photocopy of **foreign passport** data page
 - Original and one (1) photocopy of **PSA-issued document to support change of name**
Example: Report of Marriage, marriage/death certificate, annotated birth/marriage certificate
If married outside the Philippines, first report your marriage to the PH Embassy/Consulate
 - Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
 - USD 60 **processing fee**
Cash, debit/credit card, or money order made to the Embassy of the Philippines
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IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **NEED PSA DOCUMENT?** Order online at psahelpline.ph to have it delivered to your address abroad.
- **NO NEED TO BRING PHOTOS.** Your passport photo will be taken during your appointment.
- **PASSPORT NAME.** The name on your passport will follow the name on your PSA documents. We cannot use non-PSA documents as a basis for name change.
- **TRACK YOUR PASSPORT.** Keep a copy of your tracking label to track your passport six weeks after your appointment. You may also track your passport here: philippineembassy-dc.org/phpassport-finder/
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.

MINOR PASSPORT

Refer to this checklist if **ONE** of these applies to you:

- You are getting a new passport for your child under age 18
- You are renewing the passport of your child under age 18

DOCUMENTARY REQUIREMENTS

- Duly-accomplished **Application Form**
Book your appointment at passport.gov.ph to receive your application form
- Original and one (1) photocopy of **birth certificate** issued by the Philippine Statistics Authority
Get your PSA document from psahelpine.ph or psaserbilis.com.ph
If born outside the Philippines, first report your child's birth to the PH Embassy/Consulate
- Original and one (1) photocopy of **proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- Original and one (1) photocopy of **Philippine passport** data page
- Original and one (1) photocopy of **foreign passport** data page
- [If parents are married]** Personal appearance of **either parent**
 - Original and one (1) photocopy of **both parents' valid ID**
- [If parents are not married]** Personal appearance of the **mother**
 - Original and one (1) photocopy of the **mother's valid ID**
- [If the parents are not married and the mother is not the child's companion]**
 - Original and one (1) photocopy of a notarized **Special Power of Attorney and Affidavit of Support and Consent** executed by the mother
 - Original and one (1) photocopy of the **authorized adult companion's valid ID**
- Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
- USD 60 **processing fee**
Cash, debit/credit card, or money order made to the Embassy of the Philippines

IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **VALIDITY.** Minor's passports are valid for five (5) years.
- **NEED PSA DOCUMENT?** Order online at psahelpine.ph to have it delivered to your address abroad.
- **NO NEED TO BRING PHOTOS.** Your child's passport photo will be taken during your appointment.
- **PASSPORT NAME.** The name on your child's passport will follow the name on your PSA documents. We cannot use non-PSA documents as a basis for name change.
- **TRACK YOUR PASSPORT.** Keep a copy of your tracking label to track your child's passport six weeks after your appointment. You may also track your passport here: philippineembassy-dc.org/phpassport-finder/
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.

Full information on this service can be found at philippineembassy-dc.org/passport
Questions? Email us at passport@phembassy-us.org

LOST/MUTILATED PASSPORT

Refer to this checklist if **ONE** of these applies to you:

- You lost your valid passport but do not have an urgent travel
- You lost your expired passport
- Your passport was damaged or mutilated
- Your passport's physical appearance or composition has materially changed

DOCUMENTARY REQUIREMENTS

- Duly-accomplished **Application Form**
Book your appointment at passport.gov.ph to receive your application form
- One (1) photocopy of the **Philippine passport** data page
- [IF NO PASSPORT COPY]** Original and one (1) photocopy of **birth certificate** issued by the Philippine Statistics Authority
Get your PSA document from psahelpline.ph or psaserbilis.com.ph
- Original and one (1) photocopy of **proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- Original notarized **Affidavit of Loss** or **Affidavit of Destruction/Mutilation**
- [IF LOST PASSPORT]** Original **Police Report**
- Original and one (1) photocopy of **foreign passport** data page, if applicable
- Original and one (1) photocopy of **PSA-issued document to support change of name**
Example: Report of Marriage, marriage/death certificate, annotated birth/marriage certificate
If married outside the Philippines, first report your marriage to the PH Embassy/Consulate
- Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
- USD 60 **processing fee** for mutilated passport / USD 150 **processing fee** for lost passport
Cash, debit/credit card, or money order made to the Embassy of the Philippines

IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **NEED PSA DOCUMENT?** Order online at psahelpline.ph to have it delivered to your address abroad.
- **NO NEED TO BRING PHOTOS.** Your passport photo will be taken during your appointment.
- **PASSPORT NAME.** The name on your passport will follow the name on your PSA documents. We cannot use non-PSA documents as a basis for name change.
- **TRACK YOUR PASSPORT.** Keep a copy of your tracking label to track your passport six weeks after your appointment. You may also track your passport here: philippineembassy-dc.org/phpassport-finder/
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.

TRAVEL DOCUMENT

Refer to this checklist if **ONE** of these applies to you:

- You lost your valid passport and have an urgent travel to the Philippines
 - Your passport is expiring and you have to travel to the Philippines within 6 weeks
 - You cannot renew your passport before you travel to the Philippines
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DOCUMENTARY REQUIREMENTS

- Duly-accomplished and notarized **Travel Document Application Form**
 - Original and one (1) photocopy of **Philippine passport** data page
 - Original and one (1) photocopy of **proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
 - Original document showing **urgent travel** to the Philippines
 - Four (4) colored **2" x 2" photos** with white background, taken within six months
 - [IF NO PASSPORT COPY]** Original and one (1) photocopy of **birth certificate** issued by the Philippine Statistics Authority
Get your PSA document from psahelpline.ph or psaserbilis.com.ph
 - [IF LOST PASSPORT]** One (1) original notarized **Affidavit of Loss**
 - [IF LOST PASSPORT]** One (1) original **Police Report**
 - [IF MAILED]** **Cover letter** indicating the request, enclosed documents, and contact information
 - [IF MAILED]** Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
 - USD 30 **processing fee**
Cash, debit/credit card, or money order made to the Embassy of the Philippines
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IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **VALIDITY.** You have 30 days from the date of issuance to travel to the Philippines. Some countries do not accept emergency travel documents. Check with the embassy of the country you plan to transit through.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **NEED PSA DOCUMENT?** Order online at psahelpline.ph to have it delivered to your address abroad.
- **UPON ARRIVAL IN THE PHILIPPINES,** you are expected to surrender the used travel document at any DFA consular office and apply for a new Philippine passport.
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.

REPORT OF BIRTH

Report the birth of a child born overseas to a Filipino parent to secure Philippine citizenship. This is a shortened checklist of our requirements. For full info, visit tinyurl.com/ReportBirth

DOCUMENTARY REQUIREMENTS

- Cover letter** indicating the request, enclosed documents, and contact information
- Four (4) original notarized **Report of Birth** forms (must be printed/typewritten)
- Original and four (4) photocopies of the child's **foreign birth certificate**
- Four (4) photocopies of both parents' **passport data page**
- Four (4) photocopies of **parent's proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- Original and four (4) photocopies of **parents' marriage certificate** from PH Statistics Authority
Get your PSA document from psahelpline.ph or psaserbilis.com.ph
- Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
- USD 25 **processing fee** in money order made to the Embassy of the Philippines
Additional USD 10 expedite fee per document for expedite release

ADDITIONAL DOCUMENTARY REQUIREMENTS

- IF PARENTS MARRIED AFTER CHILD'S BIRTH**
 - Original and four (4) photocopies of **Certificate of No Marriage** issued by PSA
 - Original and three (3) photocopies of notarized **Joint Affidavit of Legitimation**
- IF PARENTS ARE NOT MARRIED AND THE FATHER WILL ACKNOWLEDGE PATERNITY**
 - Four (4) original notarized **Affidavit of Admission of Paternity** executed by the father
 - Four (4) original notarized **Affidavit to Use the Surname of the Father** executed by mother if child is under 7; by child with mother if child is age 7–17; by child alone if 18+ years old
- IF BIRTH IS REPORTED MORE THAN A YEAR LATER**
 - Original and three (3) photocopies of notarized **Affidavit of Delayed Registration of Birth**
 - Four (4) photocopies of the **child's passport** or ID
- IF CHILD WAS INCLUDED IN PARENT'S DUAL CITIZENSHIP PETITION**
 - Four (4) photocopies of the child's **Dual Citizenship Identification Certificate**

IMPORTANT INFORMATION

- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **FORM CHECK.** You may email the draft ROB form to civilregistration@phembassy-us.org before notary.
- **NEED PSA DOCUMENT?** Order online at psahelpline.ph to have it delivered to your address abroad.
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.
- **GET PSA COPY.** You must request a PSA copy after six months from the date of registration. Most Philippine government agencies will only accept a PSA copy of birth certificates for public transactions.

REPORT OF MARRIAGE

Register your marriage at the Philippine Embassy if at least one person in the marriage is Filipino. This is a shortened checklist of requirements. For full info, visit tinyurl.com/ReportYourMarriage

DOCUMENTARY REQUIREMENTS

- Cover letter** indicating the request, enclosed documents, and contact information
- Four (4) original notarized **Report of Marriage** forms (must be printed/typewritten)
- Original and four (4) photocopies of **foreign marriage certificate**, with civil status indicated
- Four (4) photocopies of both parties' **passport data page**
- Original and four (4) photocopies of Filipino's **birth certificate** from PH Statistics Authority
- Four (4) photocopies of **spouse's proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
- USD 25 **processing fee** in money order made to the Embassy of the Philippines
Additional USD 10 expedite fee per document for expedite release

ADDITIONAL DOCUMENTARY REQUIREMENTS

- [IF SPOUSE IS FORMER FILIPINO]** Four (4) photocopies of **foreign naturalization certificate**
- [IF MARRIAGE CERTIFICATE DOES NOT INDICATE CIVIL STATUS]** Original and four (4) photocopies of **government-issued document stating civil status** or prior marriages
- [IF REPORT IS FILED MORE THAN A YEAR AFTER MARRIAGE]** Original and three (3) photocopies of notarized **Affidavit of Delayed Registration of Marriage**
- [IF FILIPINO IS ANNULLED OR DIVORCED]** Four (4) photocopies of **Judicial Decree of Annulment/Absolute Divorce**, with Certificate of Finality issued by Philippine court
 - Original and four (4) photocopies of **annotated marriage certificate** issued by PSA
- [IF FILIPINO IS WIDOWED]** Original and four (4) photocopies of **death certificate**
 - Original and four (4) photocopies of **marriage certificate** issued by PSA
- [IF FOREIGNER IS WIDOWED]** Four (4) photocopies of the **divorce decree**
- [IF FOREIGNER IS WIDOWED]** Four (4) photocopies of the **death certificate**

IMPORTANT INFORMATION

- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **FORM CHECK.** You may email the draft ROM form to civilregistration@phembassy-us.org before notary.
- **NEED PSA DOCUMENT?** Order online at psahelpine.ph to have it delivered to your address abroad.
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.
- **GET PSA COPY.** You must request a PSA copy after six months from the date of registration. Most Philippine government agencies will only accept a PSA copy of birth certificates for public transactions.

REPORT OF DEATH

Report the death of a Filipino citizen to ensure proper record with the Philippine Statistics Authority. This is a shortened checklist of our requirements. For full info, visit tinyurl.com/CivRegDC

DOCUMENTARY REQUIREMENTS

- Cover letter** indicating the request, enclosed documents, and contact information
- Four (4) original notarized **Report of Death** forms (must be printed/typewritten)
- Original and four (4) photocopies of **foreign death certificate**, with cause of death indicated
- Four (4) photocopies of decedent's **passport data page** or other government ID
- Four (4) photocopies of **decedent's proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
- USD 25 **processing fee** in money order made to the Embassy of the Philippines
Additional USD 10 expedite fee per document for expedite release

ADDITIONAL REQUIREMENTS FOR TRANSPORT OF REMAINS TO THE PHILIPPINES

- Additional two (2) photocopies** of each documentary requirement listed above
- Flight itinerary** of the human remains or the person carrying the cremated remains
- USD 35 **processing fee** in money order made to the Embassy of the Philippines
- FOR HUMAN REMAINS**
 - Original and two (2) photocopies of notarized **mortuary certificate**, stating that the body was properly embalmed and the casket contains only the body of the deceased
 - Original and two (2) photocopies of **Certificate of No Contagious Disease**
 - Original and two (2) photocopies of **Burial Transit Permit**
 - Original and two (2) photocopies of **consignee details** (name, address, and contact number of receiving Philippine funeral company)
- FOR CREMATED REMAINS**
 - Original and two (2) photocopies of **certificate of cremation**, confirming that the body was properly embalmed and the casket contains only the body of the deceased
 - Two (2) photocopies of the **passport data page** of the individual designated to carry the urn

IMPORTANT INFORMATION

- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **FORM CHECK.** You may email the draft ROD form to civilregistration@phembassy-us.org before notary.
- **NEED PSA DOCUMENT?** Order online at psahelpine.ph to have it delivered to your address abroad.
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.
- **GET PSA COPY.** You must request a PSA copy after six months from the date of registration. Most Philippine government agencies will only accept a PSA copy of birth certificates for public transactions.

SHIPMENT OF REMAINS

The Embassy issues consular mortuary certificates for remains that will be transported to the Philippines. This is a shortened checklist of requirements. For full info, visit tinyurl.com/CivRegDC

DOCUMENTARY REQUIREMENTS

- Cover letter** indicating the request, enclosed documents, and contact information
- Original and two (2) photocopies of **foreign death certificate**, with cause of death indicated
- Two (2) photocopies of decedent's **passport data page** or other government ID
- [IF FILIPINO CITIZEN]** Two (2) photocopies of **decedent's proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- Flight itinerary** of the human remains or the person carrying the cremated remains
- FOR HUMAN REMAINS**
 - Original and two (2) photocopies of notarized **mortuary certificate**, stating that the body was properly embalmed and the casket contains only the body of the deceased
 - Original and two (2) photocopies of **Certificate of No Contagious Disease**
 - Original and two (2) photocopies of **Burial Transit Permit** from the Health Department
 - Original and two (2) photocopies of **consignee details** (name, address, and contact number of receiving Philippine funeral company)
- FOR CREMATED REMAINS**
 - Original and two (2) photocopies of **certificate of cremation**, stating that the body was properly embalmed and the casket contains only the body of the deceased
 - Two (2) photocopies of the **passport data page** of the individual designated to carry the urn
- Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 12.90 stamps
- USD 35 **processing fee** in money order made to the Embassy of the Philippines

IMPORTANT INFORMATION

- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **APPLY EARLY TO AVOID DELAYS.** Submit applications at least 7 working days before the scheduled repatriation flight. Allow time for document processing and mail delivery.
- **FILIPINO CITIZEN?** If the deceased is a Filipino citizen, the death should also be reported to the Embassy or Consulate where the death took place. A Report of Death application must be submitted.
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.
- **GET PSA COPY.** You must request a PSA copy after six months from the date of registration. Most Philippine government agencies will only accept a PSA copy of birth certificates for public transactions.