

**\*\*\*Bring Originals and Four (4) Sets of Photocopies\*\*\***

**\*\*\* For Tokyo and Osaka, Five (5) Sets of Photocopies\*\*\***

*(Please arrange the documents according to the order below)*

**1.) Report of Birth Form ([FA Form No. 40](#))**

- a. Entries must be TYPEWRITTEN OR PRINTED LEGIBLY
- b. Entries must be at the time of birth of the child/subject
- c. Must contain the printed names and signatures of witnesses (disinterested persons)
- d. For applicants born within the jurisdiction of Chicago, New York, Washington DC, Tokyo and Osaka, form should be notarized by the notary public.

**2.) Negative Certification of Birth Record from the National Statistics Office (CRS Form no.1)**

**3.) Birth Certificate**

- For Birth Certificates not in English language, kindly submit an English Translation of the BC
- For applicants born in Sweden, Germany, Denmark, Estonia, Finland, Latvia, Lithuania and

India the Ministry of Foreign Affairs of the country of birth must authenticate the birth certificate.

**4.) First passport of the child or Travel Document**

- Photocopies of bio-data and data pages

- In case of unavailability, execute an Affidavit on the non-submission of document plus copy of valid/recent passport

**5.) NSO authenticated Marriage Certificate of Parents/ Foreign Marriage Contract**

**6.) Passport of Parents used at the time of birth of the child**

- Photocopies of bio-data and data pages

- In case of unavailability, execute an Affidavit on the non-submission of documents plus copy of valid/recent passport

**7.) Four (4) recent passport size photos of the child/subject**

**8.) Notarized Affidavit of Delayed Registration**

**9.) Notarized Affidavit of Two (2) Disinterested persons**

*Note: The Action Officer may require additional proof or documents from applicant to determine the child's citizenship, identity or eligibility for registration of birth under Philippine Laws.*

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Forms available online ([www.dfa.gov.ph](http://www.dfa.gov.ph)) or at the DFA ASEANA Consular Records Division Window (Tel. No. 836-7743/44)

Consular fee: US\$ 25.00 to be paid in pesos at the Cashier, 2nd floor, DFA ASEANA Bldg., Parañaque City