

REQUIREMENTS FOR REPORT OF BIRTH:

1. By appointment (<https://philembassynzl.appointy.com/>), if submitted personally (please bring email or print out confirmation) or by courier/mail
2. Civil Registry and Legalization Application Form (<https://www.philembassy.org.nz/download>) - 1
3. Report of Birth Form (<https://www.philembassy.org.nz/download>) - 4 Original
4. Birth Certificate of Child – Original and 4 copies
5. PSA or NSO marriage contract or Report of Marriage – original and 4 copies
6. Birth Certificate of Parents (PSA or NSO for Filipino Nationals) – original and 4 copies
7. Passport (parents) – 4 copies
8. Affidavit of late registration of birth (stamp by notary public/ PHL Embassy/ Consulate) – original and 3 copies if child was born more than a year ago
9. Affidavit of two disinterested persons (stamp by notary public/ PHL Embassy/ Consulate) – original and 3 copies if child was born more than a year ago
10. Payment should be cash/bank check (payable to Philippine embassy) or please refer to our consular fees (<https://www.philembassy.org.nz/consular/schedule-of-fees>)
11. Prepaid courier bag signature required (within NZ if Residing in NZ/ International Courier if outside NZ)
12. Any documents that may be required by the Philippine Embassy

FOR CHILDREN OF UNMARRIED PARENTS:

1. All requirements for Report of Birth (please see above)
2. Affidavit of Acknowledgement of Paternity (AAP), to be executed by the father (<https://www.philembassy.org.nz/download>) – 4 original, to be notarized by the embassy or consulate (if acknowledged by father)
3. Affidavit to Use the Surname of the Father (AUSF) to be executed by the mother, legal guardian or child (if of legal age) (<https://www.philembassy.org.nz/download>) – 4 original, to be notarized by the embassy or consulate (if using the father's surname)
4. Sworn Attestation to be executed by the mother (ONLY IF AUSF IS NOT EXECUTED BY MOTHER) (<https://www.philembassy.org.nz/download>) – 4 original, to be notarized by the embassy or consulate
5. Affidavit of Illegitimacy (if the child is not acknowledged by father) – 4 originals, to be notarized by the embassy or consulate
6. Certificate of Recognition to be executed by the embassy – 4 original
7. Please call the Embassy at 04-8903741 for fees regarding additional documentary requirement for unmarried parents

Note: The Philippine Embassy assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.