

## REQUIREMENTS FOR REPORT OF MARRIAGE:

1. By appointment (<http://philembassynzl.appointy.com>), if submitted personally (please bring email or print out confirmation) or by courier/mail
2. All forms must be written or typed and printed in **BLACK INK**
3. Civil Registry and Legalization Application Form (<https://www.philembassy.org.nz/download>) - 1
4. Report of Marriage form (<https://www.philembassy.org.nz/download>) - 4 original
5. Marriage Certificate / Particulars of Marriage – original and 4 copies
6. Birth certificate of both husband and wife (PSA or NSO for Filipino Nationals) – original and 4 copies
7. Passport (husband and wife) – 4 copies
8. Affidavit of Late Registration of Marriage (stamp by notary public/ PHL Embassy/ Consulate) – original and 3 copies if marriage was contracted more than a year ago
9. Payment should be cash or in bank check (payable to Philippine embassy). Please refer to our consular fees (<https://www.philembassy.org.nz/consular/schedule-of-fees>)
10. Courier Bag with a “Courier Signature Required” sticker (within NZ if residing in NZ/ International courier if residing outside NZ)
11. In case of death of spouse, PSA(NSO) death certificate
12. In case of annulment, marriage contract with annotation of nullity of marriage
13. Any documents that may be required by the Philippine Embassy

*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.*