



Embassy of the Republic of the Philippines
Pasuguan ng Republika ng Pilipinas
WELLINGTON



CIVIL REGISTRATION

All vital events such as the birth of Filipinos* that occurred within New Zealand, Cook Islands and Niue shall be reported to the Philippine Embassy in Wellington for onward transmittal and repository to the Philippine Statistics Authority (PSA) in Manila.

YOUR FIRST STEP

All applications must undergo pre-checking procedure to ensure that they are correct and complete. For this purpose, applicants should first email one (1) set of scanned copies of requirements (one file per document) including the accomplished forms and applicable affidavits at:

rob@philembassy.org.nz

Our email reply will provide guidance with succeeding steps to follow on how to proceed with the application. The timeline for this varies. It will depend on the volume of applications to pre-process.

Processing time: Up to **6** weeks from the date of receiving the complete and correct requirements.

Photocopies must be in A4 size white bond paper.

Original documents submitted are returned along with the release of the approved application.

* A person is considered a natural-born Filipino if either parents was a Filipino citizen at the time of birth for those who were born on or after 17 January 1973.

REPORT OF BIRTH REQUIREMENTS

Kindly arrange according to the order of documents below:

- Civil Registry and Legalization Application Form**
(<https://www.philembassy.org.nz/download>), accomplished
- 1 original only
- Report of Birth Form**
- 4 originals, accomplished, typewritten, handwritten signature of informant, notarized
(<https://www.philembassy.org.nz/download>)
- Birth Certificate of Child**
- 1 original and 4 photocopies
(issued by the country of birth)
- PSA-issued Certificate of Live Birth of Father ***
- 1 original and 4 photocopies
(Birth Certificate for non-Filipino issued by the country of birth)
- Passport (valid) Data Page of Father**
- 4 photocopies only (*do not send original passport*)
- PSA-issued Certificate of Live Birth of Mother ***
- 1 original and 4 photocopies
(Birth Certificate for non-Filipino issued by the country of birth)
- Passport (valid) Data Page of Mother**
- 4 photocopies only (*do not send original passport*)
- Marriage Certificate/Report of Marriage of Parents ***
- 1 original and 4 photocopies
(If parents are married)
If not married, see additional requirements for children of unmarried parents on next page
- Plastic Courier Bag**
- Signature Required type sticker with tracking number, A4 size; may be purchased from your preferred courier/postal service provider or any Post shop
- This will be used for the return of all submitted original documentary requirements and the approved Report of Birth

The Embassy reserves the right to require additional documents that may be deemed necessary to prove citizenship, status or identity.

Payment – this can be done in person or via bank transfer where email payment notice is sent. Check fees here: <https://philembassy.org.nz/consular/schedule-of-fees>.

Additional Requirements continued on back/next page...

ADDITIONAL Requirements for Late Registration of Birth

(child more than 1 year old)

- Affidavit of Late/Delayed Registration of Birth**
One original and 3 photocopies.
Executed by the mother, father or legal guardian.
Notarized by the Embassy, Honorary Consulate or Notary Public.
- Affidavit of Two Disinterested Persons**
One original and 3 photocopies.
Executed by 2 persons, personally known to child's parents (not relatives) attesting the birth circumstances or facts surrounding the child's birth.
Notarized by the Embassy, Honorary Consulate or Notary Public
- Negative Certification of Birth Record (CRS Form no. 1) with QR Code** – (if child is more than 3 years old). Get this from the Philippine Statistics Authority (PSA) by ordering a **Birth Certificate** either personally, through an authorized representative in the Philippines or **online** channel here: <https://psaserbilis.com.ph/> or <https://www.psahelpine.ph/>. Online requests may be delivered anywhere in the Philippines or abroad, including New Zealand.

ADDITIONAL Requirements for Children of Unmarried Parents Using Father's Surname

- Affidavit of Acknowledgement of Paternity (AAP)**
Four (4) originals.
If the father acknowledges his paternity, allowing the child to use his surname.
Executed by the father.
Notarized by the Embassy, Honorary Consulate or Notary Public.
(<https://www.philembassy.org.nz/download>)
- Affidavit to Use the Surname of the Father (AUSF)**
Four (4) originals.
If the child is using the surname of the father.
Executed by the mother, legal guardian or child (if of legal age).
Notarized by the Embassy, Honorary Consulate or Notary Public.
(<https://www.philembassy.org.nz/download#civilregistry>)
- Sworn Attestation**
Four (4) originals.
This is needed ONLY if the above AUSF is executed by the legal guardian or child of legal age or, the AUSF was not executed by the mother.
Executed by the mother.
Notarized by the Embassy, Honorary Consulate or Notary Public.
(<https://www.philembassy.org.nz/download>)
- Certificate of Registration** for the AAP and AUSF
To be prepared by the Embassy/Consulate/Local Civil Registrar where AAP and AUSF were executed.

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.

** If original PSA-issued documents are not available anymore, you may get them online here: <https://www.psaserbilis.com.ph/> or <https://www.psahelpine.ph/>. Online requests may be delivered anywhere in the Philippines or abroad including New Zealand.*