



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
PASUGUAN NG REPUBLIKA NG PILIPINAS
WELLINGTON

ADVISORY

CONSULAR SERVICES FOR FILIPINOS IN RANGIORA AND SURROUNDING AREAS IN SOUTH ISLAND

The Philippine Embassy's Mobile Consular Team will render consular services to Filipinos in Rangiora and surrounding areas on the following schedule:

DATE / TIME:	09 September 2016 (Friday)	8:30 am – 7:00 pm
	10 September 2016 (Saturday)	8:30 am – 7:00 pm
	11 September 2016 (Sunday)	8:30 am – 7:00 pm
	12 September 2016 (Monday)	8:30 am – 12:00 pm

VENUE: Rangiora Town Hall
2nd Floor, King Street corner Oxford Road
Rangiora
Waimakiriri District

The consular services are passport renewal/issuance, civil registration of documents, authentication & notarization of legal documents, NBI fingerprinting & certification (latest passport-sized photos required) and dual citizenship application and oath taking.

CONSULAR APPOINTMENT SYSTEM

1. In order to deliver more effective and efficient consular services, the Philippine Embassy is now implementing an ONLINE APPOINTMENT SYSTEM. **STRICTLY NO WALK-INS.**
2. For the mobile consular processing in Rangiora appointments can be made online through <http://philembassy.nz/appointy.com/>.
3. All applications for Philippine passport (new, renewal and lost), Civil Registry (Report of Birth, Marriage and Death), NBI fingerprinting and certification and Notarial and Authentication are by appointment only. The procedure on how to book an appointment can be viewed at this link: <https://www.facebook.com/media/set/?set=a.527331420776585.1073742526.126023457574052&type=3>

Important Reminders:

A. FOR PASSPORT APPLICANTS

1. For all types of passport transactions, please bring a **photocopy of the data page of passport**. For minor applicants, please include a **photocopy of the data page of passport of parents**. For first time applicants, please include NSO Birth Certificate or Report of Birth (if born abroad). For lost passport, please include NSO Birth Certificate, Affidavit of Loss certified by the Justice of Peace and Police Report.
2. Passport applicants must also bring a prepaid self-addressed **local courier bag with signature required sticker** (requires a signature upon delivery) for the Embassy to send their new e-passports.
3. Payments for passport processing and other consular services must be made **in cash or in bank draft** payable to the Embassy of the Philippines. (Please refer to the schedule of fees listed on the Embassy website at <http://www.philembassy.org.nz/schedule-of-fees.html>).
4. For passport applicants who have recently acquired dual citizenship, please bring your Oath of Allegiance, Identification Certificate and the Order of Approval, and a photocopy of each of these documents.

5. Passport applicants must wear a shirt with collar for data-capturing purposes (photo).
6. Please comply with all the requirements for consular services listed in the Embassy's website. **Incomplete documentation will not be processed. Please print out and bring the confirmation email of your booking on your scheduled appointment.**

B. FOR DUAL CITIZENSHIP APPLICANTS

7. For those who would like to avail themselves of dual citizenship and who wish to take their Oath on September in Rangiora, please send your application form together with the documentary requirements (listed on this link: <http://www.philembassy.org.nz/dual-citizenship.html>) to the Philippine Embassy on or before **26 August 2016**. Upon review and approval of the petition, the Embassy shall contact the applicant for the schedule of the Oath Taking in Rangiora.

C. FOR CIVIL REGISTRY

1. For all Civil Registry (Report of Birth, Report of Marriage and Report of Death), please bring the requirements on the date of your appointment. To download the forms and view the list of requirements please visit the link: <http://www.philembassy.org.nz/downloadable-forms>.
2. **Please print out and bring the confirmation email of your booking on your scheduled appointment.**

D. FOR NOTARIALS AND AUTHENTICATION

1. Personal appearance of the signatories is required. Please bring original passports and photocopy of passports of the signatories. Processing time is 3-5 working days and payment is NZ\$37.50 per document. Enclose a prepaid courier bag for onward transmittal of the document.
2. If personal appearance is not possible, have the documents (i) notarized by a local public notary, (ii) authenticated by the NZ Department of Internal Affairs (DIA), and (iii) forwarded to the Consulate General or the Embassy for authentication.
3. **Please print out and bring the confirmation email of your booking on your scheduled appointment.** More information through the link: <http://philembassy.org.nz/authentication-notarials>

E. FOR NBI FINGERPRINTING AND CERTIFICATION

1. For NBI fingerprinting and certification please bring original passport and photocopy of your passport, passport size photo with white background taken within the last three months, and payment of NZ\$37.50 in cash.
2. **Please print out and bring the confirmation email of your booking on your scheduled appointment.** More information through the link: <http://philembassy.org.nz/component/content/article/29-advisories/251-nbi-clearance-advisory.html>

For more information, please contact the Philippine Embassy in Wellington at telephone numbers (04) 8903741, 8903742 and 8903744. Maraming Salamat Po!