



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

ADVISORY

CONSULAR SERVICES FOR FILIPINOS IN FIJI

As the Philippine Embassy continues to embark on its priority to deliver more effective and efficient consular services directly to the Filipino communities under its jurisdiction, its Mobile Consular Team will render consular services to Filipinos in Fiji on the following schedule:

DATE / TIME:	10 December 2016 (Saturday)	9:00 am - 5:00 pm
	11 December 2016 (Sunday)	9:00 am - 5:00 pm
VENUE:	Five Princes Hotel 5 Princes Road Suva, Fiji	

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

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.) 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>).
- 3.) 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.
- 4.) Passport applicants must wear a shirt with collar for data-capturing purposes (photo).
- 5.) Please comply with all the requirements for consular services listed in the Embassy's website. **INCOMPLETE DOCUMENTATION WILL NOT BE PROCESSED.**

B. FOR DUAL CITIZENSHIP APPLICANTS

- 1.) For those who would like to avail themselves of dual citizenship and who wish to take their Oath on October in Fiji, 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 **7 December 2016**. Upon review and approval of the petition, the Embassy shall contact the applicant for the schedule of the Oath Taking in Fiji.

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>.

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) apostilled by the Fiji Ministry of Foreign Affairs and Trade, and (iii) forwarded to the Consulate General in Fiji for authentication.
3. 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. More information through the link: <http://philembassy.org.nz/component/content/article/29-advisories/251-nbi-clearance-advisory.html>

To book an appointment, please contact **Dr. Virgilio De Asa, Consul General a.h.** at 00679-8663646. For more information, please contact the Philippine Embassy in Wellington at telephone numbers (04) 8903741, 8903742 and 8903744 or email katrina.garcia@philembassy.org.nz. Maraming Salamat Po!

Wellington, 02 December 2016