



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

**ADVISORY**

**CONSULAR SERVICES FOR FILIPINOS FOR THE THIRD QUARTER OF 2016**

The Philippine Embassy's Mobile Consular Team is tentatively scheduled to render consular services to Filipinos in the North and South Islands of New Zealand and other countries under its jurisdiction on the following dates:

- **July 2016 – Republic of Fiji**
- **28 July – 02 August 2016 – Auckland and surrounding areas in the North Island**
- **August 2016 – Independent State of Samoa**
- **September 2016 – Christchurch and surrounding areas in the South Island**
- **September 2016 – Kingdom of Tonga**

**Confirmation, specific venues and schedules of the Philippine Embassy mobile consular services will be announced subsequently.**

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 IN.**
2. For the mobile consular processing appointments can be made online through <http://philembassynzl.appointy.com/> once the schedule has been confirmed
3. All applications for Philippine passport (new, renewal and lost), Civil Registry (Report of Birth, Marriage and Death), Notarial and Authentication and NBI fingerprinting and certification 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 <https://philembassy.org.nz/schedule-of-fees>).
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 of dual citizenship and who wish to take their Oath during our Mobile Consular Services, please send your application form together with the documentary requirements (listed on this link: <https://philembassy.org.nz/dual-citizenship>) to the Philippine Embassy at least two weeks before the scheduled mobile. Upon review and approval of the petition, the Embassy shall contact the applicant for the schedule of the Oath Taking.

#### **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: <https://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: <https://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.

Wellington, 30 May 2016