



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

**ADVISORY**

**CONSULAR SERVICES FOR FILIPINOS IN TOKOROA  
AND SURROUNDING AREAS**

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

<b>DATE / TIME:</b>	<b>28 April 2017 (Friday)</b>	<b>9:00 am - 6:00 pm</b>
	<b>29 April 2017 (Saturday)</b>	<b>9:00 am - 6:00 pm</b>
	<b>30 April 2017 (Sunday)</b>	<b>9:00 am - 6:00 pm</b>

**VENUE:**      **Lions Conference Room**  
                 **South Waikato Sport and Events Centre**  
                 **25 Mossop Road, Tokoroa**

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.

The Embassy has also resumed registration for overseas Filipino voters. From 1 December 2016 to 30 September 2018, Filipino citizens overseas will be able to register for the 13 May 2019 National Elections and subsequent elections. All citizens of the Philippines, who are abroad or will be abroad during the thirty (30) -day voting period, at least eighteen (18) years of age on the day of the elections and not otherwise disqualified by law, may register.

**CONSULAR APPOINTMENT SYSTEM**

In order to deliver more effective and efficient consular services, the Philippine Embassy has implemented an ONLINE APPOINTMENT SYSTEM (NO WALK-IN POLICY).

For the consular services in Tokoroa, appointments can be made online through <http://philembassynzl.appointy.com/>.

All applications for Philippine passport (new, renewal and lost), civil registry (Reports of Birth, Marriage and Death), notarials and authentication (Saturday and Sunday only), and NBI fingerprinting and certification (Saturday and Sunday only) are by appointment only. The procedure on how to book an appointment may be viewed on 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 reacquired Philippine 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 listed on the Embassy's website. Incomplete documentation shall not be processed. Please print out and bring the emailed confirmation of your booking on the day of your scheduled appointment.

#### **B. FOR PHILIPPINE CITIZENSHIP RETENTION / REACQUISITION APPLICANTS**

7. For those who would like to avail of Philippine citizenship retention/reacquisition and who wish to take their Oath in April in Tokoroa, 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 **14 April 2017**. Upon review and approval of the petition, the Embassy shall contact the applicant for the schedule of the Oath-Taking in Tokoroa.

#### **C. FOR CIVIL REGISTRY**

8. For all civil registry transactions (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>.
9. Please print out and bring the emailed confirmation of your booking on the day of your scheduled appointment.



#### **D. FOR NOTARIALS AND AUTHENTICATION**

(Available on Saturday and Sunday Only; Available at the Philippine Consulate General on Weekdays)

10. 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 return transmittal of the document.
11. If personal appearance is not possible, have the documents (i) notarized by a local public notary, (ii) authenticated by the Department of Internal Affairs (DIA) / the Ministry of Foreign Affairs and Trade (MFAT), and (iii) forwarded to the Consulate General or the Embassy for authentication.
12. Please print out and bring the emailed confirmation of your booking on the day of your scheduled appointment. More information is available on this link: <http://philembassy.org.nz/authentication-notarials>

#### **E. FOR NBI FINGERPRINTING AND CERTIFICATION**

(Available on Saturday and Sunday Only; Available at the Philippine Consulate General on Weekdays)

13. 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.
14. Please print out and bring the emailed confirmation of your booking on the day of your scheduled appointment. More information is available on this link: <http://philembassy.org.nz/component/content/article/29-advisories/251-nbi-clearance-advisory.html>.

#### **F. FOR OVERSEAS VOTING REGISTRANTS**

15. For those who wish register to vote in future Philippine elections, please bring a copy of your valid Philippine passport, or a copy of any of the following: Oath of Allegiance, Identification Certificate, or Order of Approval (for those who recently reacquired Philippine citizenship and have no valid Philippine passport yet).

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

Wellington, 14 February 2017