



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

ADVISORY NO. JSD-2018-06

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

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

DATE / TIME:	12 April 2018 (Thursday)	9:00 am - 6:00 pm
	13 April 2018 (Friday)	9:00 am - 6:00 pm
	14 April 2018 (Saturday)	9:00 am - 6:00 pm
	15 April 2018 (Sunday)	9:00 am - 6:00 pm

VENUE: Balcony Room
The Historic Village
159 Seventeenth (17th) Avenue West
Tauranga

The consular services are as follows:

- passport issuance/renewal/replacement;
- civil registration, i.e., reports of births and marriages;
- authentication and notarization of legal documents;
- NBI fingerprinting & certification (latest passport-sized photos required);
- Philippine citizenship retention/reacquisition and administering of oath of allegiance;
- overseas voting registration.

Registration of overseas Filipino voters for the 13 May 2019 National Elections and subsequent elections is still ongoing until 30 September 2018. All citizens of the Philippines, who are abroad or will be abroad during the 30-day voting period, commencing on 13 April 2019 (Philippine Time) until 3:00 o'clock in the afternoon of 13 May 2019 (Philippine Time), 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 efficient consular services, the Philippine Embassy has implemented an ONLINE APPOINTMENT SYSTEM. For the consular services in Tauranga, appointments can be made online through <http://philembassynzl.appointy.com/>.

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, and NSO/PSA Birth Certificate or a Report of Birth (if born

abroad). For minor applicants, please include a photocopy of the data page of passport of parents. For lost passport, please include NSO/PSA 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://www.philembassy.org.nz/schedule-of-fees>.
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 present the emailed confirmation of your booking on the day of your 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 Tauranga, please send your application form together with the documentary requirements (listed on this link: https://www.philembassy.org.nz/images/2017/forms/RA9225_DOCREQ_VER_2017.pdf) to the Philippine Embassy on or before **4 April 2018**. Upon review and approval of the petition, the Embassy shall contact the applicant for the schedule of the Oath-Taking in Tauranga.

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. A prepaid self-addressed local courier bag is also required for the Embassy to send back your documents.

10. Please present the emailed confirmation of your booking on the day of your appointment.

D. FOR NOTARIALS AND AUTHENTICATION

11. Personal appearance of the signatories is required. Please bring original passports and photocopy of passports of the signatories. Fee is NZ\$37.50 per document. Processing is 3-5 working days from last day of the outreach mission. Enclose a prepaid courier bag for return transmittal of the document.
12. 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 or the Embassy for authentication.
13. Enclose a prepaid courier bag for return transmittal of the document/s.
14. Please present the emailed confirmation of your booking on the day of your appointment. More information is available on this link: <http://philembassy.org.nz/authentication-notarials>.

E. FOR NBI FINGERPRINTING AND CERTIFICATION

15. 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.
16. Please present the emailed confirmation of your booking on the day of your appointment. More information is available on this link: <https://www.philembassy.org.nz/nbi-clearance-advisory>.

F. FOR OVERSEAS VOTING REGISTRANTS

17. 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 or email wellington.pe@philembassy.org.nz.
Maraming salamat po!

Wellington, 23 March 2018