



## ADVISORY NO. JSD-2020-23

### EMBASSY OPERATIONS DURING ALERT LEVEL 2

Following the pronouncement of Prime Minister Jacinda Ardern on 11 May 2020 regarding the downgrade to *Alert Level 2 – Reduce Contact*, the Philippine Embassy in Wellington will partially resume its operations.

In compliance with the New Zealand Government's protocols and its goal to eliminate and stamp out COVID-19, the Embassy shall implement a **NO APPOINTMENT, NO MASK, NO ENTRY** policy as well as physical distancing within the Embassy's premises.

Effective Monday, 18 May 2020, the Embassy will be open **by appointment only** from 11 a.m. to 3 p.m. from Mondays to Fridays and every other Sunday of the month from 1 p.m. to 4 p.m., except during Philippine and New Zealand holidays, until further notice.

<b>BY APPOINTMENT ONLY (NO WALK-INS ALLOWED)</b>	
Passport Notarization (Special Power of Attorney, Affidavits, etc.)	<ul style="list-style-type: none"><li>• Clients should secure a schedule to avail themselves of services via the appointment portal: <a href="https://philembassy.nz/appointy.com/default.aspx">https://philembassy.nz/appointy.com/default.aspx</a>.</li><li>• Due to limited consular services, those with non-urgent transactions should defer renewal of their passports.</li><li>• Clients, especially those with children, are advised to download and accomplish the forms beforehand to limit the time spent at the Embassy's premises and minimize the risk of exposure.</li><li>• Senior citizens, pregnant women, those with chronic respiratory illnesses, immunocompromised, or feeling unwell are encouraged to defer their visit to the Embassy.</li><li>• Passport release cannot be guaranteed within 6-8 weeks due to the ECQ in the Philippines.</li><li>• Clients should avoid bringing companions.</li></ul>
<b>BY MAIL ONLY</b>	
Report of Birth, Report of Marriage, Report of Death/Consular Mortuary Certificate Applications for retention and reacquisition of Philippine citizenship under RA 9225	<ul style="list-style-type: none"><li>• Please check the Embassy's website for documentary requirements and schedule of fees at <a href="http://www.philembassy.org.nz">www.philembassy.org.nz</a>.</li><li>• Mail in your documents in a courier bag with a "signature required" sticker to the following address: <b>Embassy of the Philippines 50 Hobson St. Thorndon, Wellington New Zealand 6011</b></li></ul>

Moreover, while the Enhanced Community Quarantine (ECQ) in Metro Manila, Central Luzon, Calabarzon, and other 'high-risk' areas remain in place, the following services are still suspended:

- Visa processing and releasing – travel restrictions remain, and the entry of foreign nationals is still highly restricted; and
- Fingerprinting and certification for National Bureau of Investigation (NBI) form – NBI has pushed back resumption of clearance processing operations.

For employment contracts, OEC and other related documents, please contact the Philippine Overseas Labor Office (POLO Wellington) via email: [polo.newzealand@philembassy.org.nz](mailto:polo.newzealand@philembassy.org.nz) or call (+64) 04-2601161 (within NZ only).

For emergency cases, the Embassy's duty officer may be contacted at (+64) 022 074 6517. You may check the Embassy's website at <https://www.philembassy.org.nz/> or the Embassy's Facebook page for updates <https://www.facebook.com/PHLinNZ/>. You may also send messages via our FB messenger and our email at [wellington.pe@philembassy.org.nz](mailto:wellington.pe@philembassy.org.nz).

Wellington, 11 May 2020