

REQUIREMENTS FOR SPECIAL CASES

WOMAN WHOSE MARRIAGE IS ANNULLED (REVERSION TO MAIDEN SURNAME)

1. **Personal Appearance**
2. Accomplished **Passport Application form**
3. **Current passport** – original *plus* photocopy of data page, amendment page (if there is an amendment), inside-back page, and page where valid visa (if available) appears
4. Certified True Copy (CTC) of the **Court Order effecting the Annulment** – *plus* 1 photocopy
 - If the annulment took place in the Philippines: the CTC of the Court Order must be authenticated by the Department of Foreign Affairs (DFA) and accompanied by a Certificate of Finality
 - If the annulment took place in Germany: the CTC of the Court Order must be translated into English by a certified translator and authenticated by the *Landgericht*
5. Certified True Copy of the annotated **Marriage Certificate** reflecting the annulment – *plus* 1 photocopy
 - For those who had been married in the Philippines: submit annotated Marriage Certificate issued on NSO security paper and authenticated by the DFA
 - For those who had been married in Germany: submit annotated international Marriage Certificate (*Auszug aus dem Heiratseintrag* - Formule B) authenticated by the *Regierungspräsidium*
6. **Birth certificate** of the applicant issued on NSO security paper (to prove maiden middle name and surname) – *plus* 1 photocopy
7. **If the annulment took place in Germany:** submit proof that the foreign court order of annulment has been juridically confirmed by a Philippine court and registered with the NSO
 - annotated Philippine Marriage Certificate (already mentioned in Nr. 5 above) or annotated marriage record (Report of Marriage) --printed on NSO security paper and authenticated by the DFA
8. **Passport fee** EUR 54,00 in cash
9. **Self-addressed return envelope** (size: 250x176 mm or 'B5'), with sufficient postage stamps for registered mail.
10. For applicants who wish to be issued a Certificate of Identity and Registration (CIR) card – free of charge: Two ID photographs 2.5 cm x 2.5 cm in size.

GUIDELINES ON DRESS/ATTIRE

- Applicants must be in decent attire, preferably with collar. (Not allowed: T-shirts, dresses with plunging necklines, sleeveless garments and similar clothing)
- For women, large earrings are not allowed.
- For men, earrings are absolutely not allowed.
- For both men and women, colored contact lenses, nose rings and lip rings are not allowed.