

REQUIREMENTS FOR SPECIAL CASES

LEGITIMATED CHILD (CHANGE TO FATHER'S SURNAME)

NOTE: Only children conceived and born outside wedlock to parents who, at the time of the child's conception, were not disqualified by any impediment to marry each other, may be legitimated. Legitimation takes place after a valid marriage between the parents. The father -whose surname will be used by the child- must be the biological parent.

1. **Personal Appearance** - *For minors below 18 years of age – personal appearance of the parent or legal guardian*
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. Authenticated **Marriage Certificate** of the child's parents – original *plus* 1 photocopy
 - If the marriage took place in the Philippines: the Marriage Certificate must be issued on NSO security paper and authenticated by the Department of Foreign Affairs (DFA)
 - If the marriage took place in Germany: Submit international Marriage Certificate (*Auszug aus dem Heiratseintrag* - Formule B) authenticated by the *Regierungspräsidium*
 - If the marriage took place in some other country: the Marriage Certificate must be authenticated by the Philippine Embassy/Consulate that has jurisdiction over the place where the marriage took place
5. Authenticated Amended **Birth Certificate** of the child – original *plus* 1 photocopy
 - If the child was born in the Philippines: the amended Birth Certificate containing the annotation of legitimation must be issued on NSO security paper and authenticated by the DFA
 - If the child was born in Germany: Submit amended international Birth Certificate (*Auszug aus dem Geburtseintrag* - Formule A) authenticated by the *Regierungspräsidium*
 - Note: The child's parents must also submit a *Joint Affidavit of Legitimation*, which is to be authenticated by the Embassy and forwarded to NSO for purposes of annotating the original Report of Birth of the child in the archives of NSO. The content of the *Joint Affidavit of Legitimation* as well as the supporting documents are defined in NSO-OCRG Administrative Order no. 1 (series of 2010), Rule 4.2 and Rule 5.2
 - If the child was born in some other country: the amended Birth Certificate containing the annotation of legitimation must be authenticated by the Philippine Embassy/Consulate that has jurisdiction over the place where the birth took place
6. **Report of Marriage** of the child's parents (Only if the marriage took place outside of the Philippines) – original *plus* 1 photocopy
 - If the child's parents were married in Germany: Present original and submit a photocopy of the *Report of Marriage* filed at the Philippine Embassy/Consulate General in Germany. If none, file *Report of Marriage* first. **The child's passport application will not be processed without it.**

- If the child's parents were married in some other country: Present original and submit a photocopy of *Report of Marriage* filed at the Philippine Embassy/ Consulate that has jurisdiction over the place where the marriage took place.
- 7. **Passport fee** EUR 54,00 in cash
- 8. **Self-addressed return envelope** (size: 250x176 mm or 'B5'), with sufficient postage stamps for registered mail.
- 9. 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.