

## Requirements for Filing a Report of Marriage (may be done personally or by mail)

**(NOTE : A Filipino National who wishes to marry a foreigner in Germany MUST secure a certificate of Legal Capacity to Contract Marriage (LCCM) from the Philippine Embassy before getting married. Please check the Civil Registry-LCCM for the requirements)**

### IMPORTANT:

All documents in German must be accompanied by an official English translation.  
International versions of German civil registry documents with built-in English translation are preferred.

**Original documents coming from the Philippines should be issued by the National Statistics Office (NSO) and authenticated by the Department of Foreign Affairs (DFA) in Manila.**

The attending consular officer may require additional proof or documents from the applicant.

1. Accomplished **Report of Marriage form** – in 4 original copies. All entries must be type-written.
2. **Marriage Contract** (*Auszug aus dem Heiratseintrag* - Formule B) – 1 original and 3 photocopies.
3. **Original passports of husband and wife** – *plus* 4 photocopies (originals to be returned).
4. Original NSO-issued **Birth Certificate** authenticated by the DFA – *plus* 4 photocopies (original to be returned).
5. **Affidavit of Delayed Registration** – 1 original and 3 photocopies. An affidavit must be filed *if* marriage was not registered within one year from date of marriage; *if filed by mail*, the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.
6. For applicants who were previously **divorced, annulled or widowed**, the following *additional documents* are required:
  - 6.1 For applicants married abroad who subsequently obtained a **divorce** decree in Germany or abroad:
    - a. One (1) copy of divorce decree;
    - b. Present original – *plus* 4 photocopies of the NSO-issued Report of Marriage with the proper annotation of the divorce duly authenticated by the DFA (original to be returned); and
    - c. Present original or certified true copy of original – *plus* 4 photocopies of the Order issued by the Philippine Court recognizing the divorce decree (original to be returned)
  - 6.2 For applicants married in the Philippines whose previous **marriage had been annulled**:
    - a. Present original – *plus* 4 photocopies of the Court Decision declaring the annulment of marriage duly authenticated by the DFA (original to be returned); and
    - b. Present original – *plus* 4 photocopies of the NSO-issued Marriage Contract with the proper annotation of the annulment duly authenticated by the DFA (original to be returned)
  - 6.3 For applicants who were **widowed** in the Philippines or abroad:
    - a. Present original – *plus* 4 photocopies of NSO-issued Death Certificate duly authenticated by the DFA (original to be returned) if widowed in the Philippines, *or*
    - b. Death Certificate (*Auszug aus dem Todesregister* – Formule C) of the deceased spouse – 1 original *plus* 3 photocopies. The Death Certificate (Formule C) must be authenticated by the Regierungspräsidium (if widowed in Germany, or if widowed in a foreign country)
7. Fees: **Report of Marriage** Euro **22,50**  
**Additional fee** for Affidavit of Delayed Registration Euro **22,50**
8. **Self-addressed return envelope** with €3,95 postage stamps for registered mail Einschreiben.

*If applying by mail, please pay the fees by bank transfer. Send the EXACT amount and enclose proof of payment (Überweisungsbeleg). If applying with the Honorary Consular Posts, please use their own bank details. Fees paid by bank transfer cannot be refunded by the Philippine Embassy in Berlin.*



#### Bank details of the Philippine Embassy Berlin

Name: Philippinische Botschaft  
IBAN: DE 83 380 700 590 1950229 00  
BIC: DEUT DE DK380

**Checklist** (please make sure that your submission is complete and in proper order)

If Needed:

<b>Report of Marriage Form</b> 4 originals	<input type="checkbox"/>	<b>Marriage Contract</b> 1 original + 3 copies	<input type="checkbox"/>	<b>Original Passports</b> 1 original + 4 copies each	<input type="checkbox"/>
<b>NSO/DFA Birth certificate</b> 1 original + 4 copies	<input type="checkbox"/>	<b>Self-addressed return envelope</b> €3,95 stamps	<input type="checkbox"/>	<b>Proof of payment</b> Costs mentioned above	<input type="checkbox"/>
<b>Aff. Of delayed registration</b> 1 original + 3 copies	<input type="checkbox"/>	<b>Annulment or Divorce</b> Abovementioned Docs.	<input type="checkbox"/>	<b>Widowhood</b> Abovementioned Docs.	<input type="checkbox"/>