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 <u>MUST</u> secure a certificate of Legal Capacity to Contract Marriage (LCCM) from the Philippine Embassy <u>before</u> 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.
<u>Original documents coming from the Philippines should be issued by the Philippine Statistics Authority (PSA) and authenticated by the Department of Foreign Affairs (DFA) in Manila.</u>
The attending consular officer may require additional proof or documents from the applicant.

1. Accomplished **Report of Marriage form** in 4 sets; Entries are preferably computerized or type-written.
2. **Marriage Contract *(Auszug aus dem Heiratseintrag - Formule B)*** – 1 original and 3 photocopies.
3. Original **passports** of husband and wife with 4 photocopies of the data page ***(originals to be returned)***.
4. Original PSA-issued **Birth Certificate** of the Filipino spouse duly authenticated by the DFA with 4 photocopies ***(original to be returned).***
5. **Affidavit of Delayed Registration** – 1 original and 3 photocopies.
   (If marriage was not registered within one year from the 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***:
   6.1 For applicants married abroad who subsequently obtained a **divorce** decree in Germany or abroad:
   - **a.** 1 copy of divorce decree;
   - **b.** Original and 4 photocopies of the **PSA-issued Report of Marriage** with the **proper annotation** of the divorce duly authenticated by the DFA *(original to be returned)*;
   - **c.** Original or certified true copy and 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.** Original and 4 photocopies of the **Court Decision** declaring the annulment of marriage duly authenticated by the DFA *(original to be returned)*;
   - **b.** Original and 4 photocopies of the **PSA-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.** Original and 4 photocopies of **PSA-issued Death Certificate** duly authenticated by the DFA *(original to be returned)* if widowed in the Philippines, *or*
   - **b.** Original and 3 photocopies of **Death Certificate (*Auszug aus dem Todesregister* – Formule C)** of the deceased spouse **duly authenticated by the Regierungspräsidium**. (if widowed in Germany, or if widowed in a foreign country)
7. Fees: **Report of Marriage** Euro **22,50**
   Affidavit of Delayed Registration *(if applicable)* Euro **22,50**
8. **Self-addressed envelope** with €3,95 postage stamps for <u>registered</u> mail *(Einschreiben).*

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

Report of Marriage Form *4 originals* ☐	***Marriage Contract*** *1 original + 3 copies* ☐	***Original Passports*** *1 original + 4 copies each* ☐
PSA/DFA Birth certificate *1 original + 4 copies* ☐	***Self-addressed return envelope*** *€3,95 stamps* ☐	***Proof of payment*** *Costs mentioned above* ☐
If Needed: ***Aff. Of delayed registration*** *1 original + 3 copies* ☐	***Annullment or Divorce*** *Abovementioned Docs.* ☐	***Widowhood*** *Abovementioned Docs.* ☐

<u>(Updated FEBRUARY 2018)</u>