

CHECKLIST OF REQUIREMENTS FOR FILING OF A REPORT OF MARRIAGE (ROM)

Applicants' Names and Contact Details (mobile/phone # & email address): _____

BASIC REQUIREMENTS (unless otherwise specified, please submit 1 original and 4 photocopies of the documents)
Accomplished Report of Marriage Form – 4 original
Marriage Contract (Auszug aus dem Heiratseintrag – Formule B)
Passport of Groom (please submit photocopies of the passport page containing the bio-data and signature)
Passport of Bride (please submit photocopies of the passport page containing the bio-data and signature)
PSA-issued birth certificate of the Filipino spouse
Affidavit of Delayed Registration (personal appearance required) *Only if filing is done after one year from date of the event; If ROM is being submitted through mail, the affidavit must be signed in front of a Notar & authenticated by the Landgericht.
PSA-issued Certificate of No Marriage Record (CENOMAR)
Prepaid courier envelope -to return the original documents & copy of your processed ROM – 1 piece

ADDITIONAL REQUIREMENTS:

If applicant was previously married and is now divorced:
Court Decision Recognizing the Divorce Decree – 1 original or certified true copy and 4 photocopies
PSA-issued marriage certificate with annotation - 1 original and 4 photocopies

If applicant was previously married and the marriage had been annulled:
Court Decision Recognizing the Annulment of Marriage - 1 original or certified true copy and 4 photocopies
PSA-issued marriage certificate with annotation - 1 original and 4 photocopies

If applicant was previously married and had been widowed: (1 original and 4 photocopies)
PSA-issued marriage certificate with the former spouse
PSA-issued Death Certificate of the Filipino Spouse, OR, if the deceased spouse is German/Foreigner who died in Germany – Auszug aus dem Todesregister – Formule C authenticated by the Regierungpraesidium

REMINDERS:

Mail-in or personal filing is accepted.

Please write legibly. Computerized or type-written forms are preferred. Please carefully review the entries on your form – details and signatures must match as seen on the passport and on the German Formule B; “middle name” refers to the maiden surname of the applicant’s mother and is only written on the form if reflected as such in the applicant’s passport.

All documents in German language must be accompanied by an official English translation. International versions of German civil registry documents are preferred as these do not require translation.

Original Philippine civil registry documents must be issued by the Philippine Statistics Authority (PSA) printed on security paper.

Please include this checklist sheet when submitting your application and indicate which documents you have submitted. Please make sure you provide your contact details to avoid delays - the reviewing officer reserves the right to conduct an interview or require additional documents from the applicants, as may be necessary.

<p>FEES: Report of Marriage: EUR 22.50 Affidavit of Delayed Registration (if applicable): EUR 22.50 -If applying by mail, please pay the exact amount by bank transfer and enclose proof of payment (Überweisungbeleg); -Fees paid by bank transfer cannot be refunded; -Please use the bank details of the Philippine Honorary Consulates if applying with them.</p>	<p>BANK DETAILS OF THE PHILIPPINE EMBASSY IN BERLIN</p> <p>Name: Philippinische Botschaft IBAN: DE 83 380 700 590 1950229 00 BIC: DEUT DE DK380</p>
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