

CHECKLIST OF REQUIREMENTS FOR FILING A REPORT OF BIRTH OF A FILIPINO NATIONAL

(Please include this checklist sheet when submitting your application and mark the documents you have submitted. Please make sure you provide your contact details to avoid delays)

APPLICANT'S NAME AND CONTACT DETAILS: _____

The Philippine Embassy will not proceed with the processing of an application unless all requirements are complied with. All documents must be in English, or must be accompanied by an official English translation. International versions of German civil registry documents with built-in English translation are preferred. Original documents from the Philippines should have been issued by the Philippine Statistics Authority (PSA) and authenticated/apostilled by the Department of Foreign Affairs (DFA). **The consular officer may require additional proof or documents from the applicant depending on circumstances of the application.** For any inquiries or clarification, please send an email to civilregistry@philippine-embassy.de

If application is filed via mail/post ONE SET OF THE REPORT OF BIRTH APPLICATION FORM SHOULD BE DULY NOTARIZED BY A GERMAN NOTAR.

| BASIC REQUIREMENTS | |
|---|------------------------------------|
| <input type="checkbox"/> REPORT OF BIRTH APPLICATION FORM- <i>If filed by mail, one original set should be notarized by a German Notar</i> | 4 Originals |
| <input type="checkbox"/> BIRTH CERTIFICATE (Auszug aus dem Geburtseintrag – Formule A) | 1 Original and 4 photocopies |
| <input type="checkbox"/> ORIGINAL PASSPORT OF THE FILIPINO PARENT | 4 Photocopies of the Datapage |
| <input type="checkbox"/> PERSONALAUSWEIS / AUFENTHALTSTITEL | 4 Photocopies, front and back page |
| <input type="checkbox"/> MARRIAGE CONTRACT OF PARENTS (<i>parents are married and child uses father's surname</i>) <ul style="list-style-type: none"> • If married in the Philippines, the original Marriage Contract must be issued by PSA and authenticated by DFA. • If married in Germany or elsewhere, present also the Report of Marriage issued by the Philippine Embassy/Consulate. • If none, a report of marriage must be filed at the Embassy/Consulate that has jurisdiction over the place of marriage. • If parents are now naturalized German citizens, please provide Einbürgerungsurkunde (with English translation) of the mother/father, as well as copy of their last Philippine Passport (to be used to verify the child's citizenship) | 1 Original and 4 photocopies. |
| <input type="checkbox"/> PREPAID COURIER ENVELOPE – to return original documents and copy of the processed Report of Birth | 1 piece |
| <input type="checkbox"/> PROOF OF PAYMENT (<i>Please see below list of applicable fees</i>) | 1 piece |
| <input type="checkbox"/> AFFIDAVIT OF DELAYED REGISTRATION - An affidavit must be filed if the birth was not registered within one year from the date of birth. <i>If filed by mail, one set of the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.</i> | 4 Originals |
| ADDITIONAL REQUIREMENTS FOR ILLEGITIMATE CHILDREN (If parents are not married, and they agree that their child shall use the surname of the father) | |
| <input type="checkbox"/> JOINT AFFIDAVIT OF LEGITIMATION - (applicable only if parents were subsequently married after the child's birth) <i>If filed by mail, one set of the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.</i> | 4 Originals |
| <input type="checkbox"/> AFFIDAVIT OF ACKNOWLEDGEMENT OF PATERNITY - (to be executed by the father of the child) <i>If filed by mail, one set of the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.</i> | 4 Originals |
| <input type="checkbox"/> AFFIDAVIT TO USE THE SURNAME OF THE FATHER (will be executed based on the following conditions during the time of the application of the Report of Birth): <i>If filed by mail, one set of the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.</i> <ul style="list-style-type: none"> • For applicants 0-6 years of age - to be executed by the mother/guardian • For applicants 7-17 years of age - to be executed by the child plus Sworn Attestation of mother/guardian • For applicants 18 years of age and above - the applicant will execute an affidavit. | 4 Originals |

| TYPE OF DOCUMENT | FEES | PHILIPPINE EMBASSY BANK DETAILS |
|---|-------------------|---|
| Report of Birth | Euro 22.50 | Name : Philippinische Botschaft IBAN : DE 83 380 700 590 1950229 00 BIC : DEUT DE DK380 |
| Additional Fees (Only if Applicable) | | |
| Affidavit of Delayed Registration | Euro 22.50 | |
| Joint Affidavit of Legitimation | Euro 22.50 | |
| Affidavit of Acknowledgment of Paternity (AAP) | Euro 22.50 | |
| Affidavit to use the surname of Father (AUSF) | Euro 22.50 | |
| Sworn Attestation | Euro 22.50 | |
| Certification to be issued by the Embassy (if AAP and AUSF will be filed) | Euro 22.50 | |

If applying by mail, please pay the fees by bank transfer. Send EXACT amount and enclose proof of payment (Überweisungsbeleg). If applying with the Honorary Consular Posts, please use their own bank details.

Note: Fees paid by bank transfer cannot be refunded by the Philippine Embassy in Berlin.