

CHECKLIST OF REQUIREMENTS FOR FILING A REPORT OF MARRIAGE 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 MARRIAGE APPLICATION FORM SHOULD BE DULY NOTARIZED BY A GERMAN NOTAR.

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.

BASIC REQUIREMENTS	
<input type="checkbox"/> REPORT OF MARRIAGE APPLICATION FORM- <i>If filed by mail, one original set should be notarized by a German Notar</i>	4 Originals
<input type="checkbox"/> MARRIAGE CERTIFICATE (Auszug aus dem Heiratsintrag – Formule B)	1 Original and 4 photocopies
<input type="checkbox"/> PASSPORT OF GROOM AND BRIDE <i>(please submit photocopies of the passport page containing the bio-data and signature)</i>	4 Photocopies
<input type="checkbox"/> PERSONAL AUSWEIS / AUFENTHALTSTITEL	4 Photocopies, front and back page
<input type="checkbox"/> PSA-ISSUED BIRTH CERTIFICATE OF THE FILIPINO SPOUSE	1 Original and 4 photocopies.
<input type="checkbox"/> PSA-ISSUED CERTIFICATE OF NO MARRIAGE RECORD (CENOMAR)	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 marriage 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	
<input type="checkbox"/> IF APPLICANT WAS PREVIOUSLY MARRIED AND IS NOW DIVORCED <input type="checkbox"/> COURT DECISION RECOGNIZING DIVORCE DECREE; and <input type="checkbox"/> PSA-ISSUED MARRIAGE CERTIFICATE WITH ANNOTATION	1 Original and 4 photocopies
<input type="checkbox"/> IF APPLICANT WAS PREVIOUSLY MARRIED AND THE MARRIAGE HAS BEEN ANNULLED <input type="checkbox"/> COURT DECISION RECOGNIZING ANNULMENT OF MARRIAGE; and <input type="checkbox"/> PSA-ISSUED MARRIAGE CERTIFICATE WITH ANNOTATION	1 Original and 4 photocopies
<input type="checkbox"/> IF APPLICANT WAS PREVIOUSLY MARRIED AND HAD BEEN WIDOWED <input type="checkbox"/> PSA-ISSUED MARRIAGE CERTIFICATE WITH THE FORMER SPOUSE; and <input type="checkbox"/> PSA-ISSUED DEATH CERTIFICATE OF THE FILIPINO SPOUSE, or <input type="checkbox"/> AUSZUG AUS DEM TODESREGISTER (Formule C) – authenticated by the Regierungspraesidium – If the deceased spouse is Foreign/German National who died in Germany	1 Original and 4 photocopies

TYPE OF DOCUMENT	FEES	PHILIPPINE EMBASSY BANK DETAILS
Report of Marriage	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	

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.