

PROCEDURE FOR THE ISSUANCE OF APPROPRIATE ENTRY VISA FOR FOREIGN GOVERNMENT OFFICIALS (FGOs) TRAVELLING FOR POSTING AND ASSIGNMENT IN THE PHILIPPINES

(Please include this checklist sheet when submitting your application and mark the documents you have submitted)

APPLICANT'S NAME

and CONTACT DETAILS: _____

Only after receipt of the written authority from the Department of Foreign Affairs (DFA), that the Philippine Embassy may issue the appropriate visa under category 9E to arriving FGOs and qualified dependents and members of the official household travelling to the Philippines for the purpose of posting and assignment in diplomatic missions and consular offices of the Sending State in the Philippines.

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 visa@philippine-embassy.de or dial +49 (30) 864 950 105.

REQUIRED DOCUMENTS FROM THE SENDING STATE (TO FACILITATE THE PROCESSING AND ISSUANCE OF THE DFA AUTHORITY)	
<input type="checkbox"/>	1. Official written notification of the impending assignment of the Foreign Government Official (FGO), transmitted to the Embassy via a diplomatic Note at least thirty (30) days in advance of expected travel to the Philippines. The note should state: <ul style="list-style-type: none">i. The particulars of the visa applicant;ii. His/her official designation in the mission/consular office in the Philippines;iii. His/her expected departure date from the country of origin;iv. Expected duration of assignment in the Philippines; andv. The complete name and designation of the official he/she is coming to replace (or if he/she is an additional official being deployed in the Sending State's mission/consular office in the Philippines).vi. <u>In the case of qualified dependents:</u> that the visa applicant is travelling to the Philippines to join and live with the principal <i>for the duration of the principal's assignment.</i>
<input type="checkbox"/>	2. Copy of the FA form duly filled out by the applicant (with photograph) http://philippine-embassy.de/wp-content/uploads/2021/08/FA-Form-No-2_2020-1.pdf
<input type="checkbox"/>	3. Clear photocopy of the visa applicant's diplomatic / service / official passport
<input type="checkbox"/>	4. FOR QUALIFIED DEPENDENTS: Supporting documents to establish family ties, marital union, employee-employer relations, etc. as may be deemed necessary, in order to properly ascertain appropriate visa type per existing rules and regulations.
	<ul style="list-style-type: none">• Upon receipt of the above listed documents, the Philippine Embassy will immediately transmit copies thereof to the DFA.• Applicants will be notified to submit the following requirements once the DFA authority is received.
REQUIRED DOCUMENTS FOR VISA ISSUANCE BY THE EMBASSY (WITH DFA AUTHORITY)	
<input type="checkbox"/>	1. Original of the duly filled out application form (with photograph) http://philippine-embassy.de/wp-content/uploads/2021/08/FA-Form-No-2_2020-1.pdf
<input type="checkbox"/>	2. Original Machine Readable diplomatic / service / official passport as indicated in the request for authority
<input type="checkbox"/>	3. RETURN ENVELOPE Prepaid courier envelope or self-addressed envelope with 4,25 Euro postage stamps (<i>Einschreiben</i>)