

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)

The Philippine Embassy in Berlin register births, marriages celebrated in, and deaths of Filipino citizens in the German states under the Embassy's jurisdiction (BERLIN, BRANDENBURG, HAMBURG, BREMEN, SAXONY, LOWER SAXONY, SAXONY-ANHALT, SCHLESWIG-HOLSTEIN, AND MECKLENBURG-VORPOMMEN).

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). **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 Originally-signed Forms
<input type="checkbox"/> INTERNATIONAL VERSION OF MARRIAGE CERTIFICATE (Auszug aus dem Heiratseintrag – Formule B)	1 Original and 4 photocopies
<input type="checkbox"/> PASSPORT OF GROOM AND BRIDE (please submit photocopies of the passport page containing the bio-data and signature)	4 Photocopies
<input type="checkbox"/> PERSONALAUSWEIS / 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) – must be issued not more than one year from the date of filing of the application for Report of Marriage. FOR DELAYED REGISTRATION, CENOMAR must be issued not more than six (6) months from the date of filing.	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 (Please see below list of applicable fees)	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 marriage. <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.

FOR MARRIAGES CONDUCTED OUTSIDE OUR JURISDICTION BUT PREFERS TO FILE THE APPLICATION AT THE EMBASSY

Applicant must comply with the requirements of the approving Philippine Foreign Service Post (FSP). The Philippine Embassy in Berlin will only review and verify your documents and if found compliant, we will forward the said application to appropriate FSP for their approval. Please be advised that the turnaround time for this process would take approximately 6-8 months depending on the volume of the documents being processed by said FSP. Please note that these documents are sent via Berlin-Manila-FSP then, once approved, the documents go through FSP-Manila-Berlin as we do not have the facility to send civil registry documents directly to other FSPs. Another option is to file it directly with the approving FSP for a faster turn-around time.