

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). **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 Originally-signed Forms
<input type="checkbox"/> INTERNATIONAL VERSION OF 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 PSA-issued Marriage Contract must be presented • If married in Germany or elsewhere, the PSA-issued Report of Marriage or the Report of Marriage issued by the Philippine Embassy/Consulate (for marriage reported within one year of filing the ROB). • 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 Originally-signed affidavit
<input type="checkbox"/> PSA-ISSUED NEGATIVE CERTIFICATION OF BIRTH (CRS Form No. 1) – <i>For applicants who's age is five (5) years old and above.</i>	1 Original and 4 photocopies.
ADDITIONAL REQUIREMENTS FOR ILLEGITIMATE CHILDREN	
<i>(If parents are not married, and they agree that their child shall use the surname of the father)</i>	
<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 Originally-signed affidavit
<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 Originally-signed affidavit
<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 Originally-signed affidavit

TYPE OF DOCUMENT	FEES
Report of Birth	Euro 27.50
Additional Fees (Only if Applicable)	
Affidavit of Delayed Registration	Euro 27.50
Joint Affidavit of Legitimation	Euro 27.50
Affidavit of Acknowledgment of Paternity (AAP)	Euro 27.50
Affidavit to use the surname of Father (AUSF)	Euro 27.50
Sworn Attestation	Euro 27.50
Certification to be issued by the Embassy (if AAP and AUSF will be filed)	Euro 27.50

If filing in person, payment will be in cash at the Embassy. If applying by mail, please pay the fees by bank transfer. You will be provided with the Embassy's bank details as soon as your application has been pre-processed and found in order. Send EXACT amount and enclose proof of payment (Überweisungsbeleg). **Note: Fees paid by bank transfer cannot be refunded by the Philippine Embassy in Berlin.**