

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). **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

☐ 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
☐ MARRIAGE CERTIFICATE (Auszug aus dem Heiratseintrag – Formule B)	1 Original and 4 photocopies
☐ PASSPORT OF GROOM AND BRIDE <i>(please submit photocopies of the passport page containing the bio-data and signature)</i>	4 Photocopies
☐ PERSONAL AUSWEIS / AUFENTHALTSTITEL	4 Photocopies, front and back page
☐ PSA-ISSUED BIRTH CERTIFICATE OF THE FILIPINO SPOUSE	1 Original and 4 photocopies.
☐ 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.
☐ PREPAID COURIER ENVELOPE – to return original documents and copy of the processed Report of Marriage	1 piece
☐ PROOF OF PAYMENT <i>(Please see below list of applicable fees)</i>	1 piece
☐ AFFIDAVIT OF DELAYED REGISTRATION - An affidavit must be filed if the marriage was not registered within one year from the date of marriage. If filed by mail , one set of the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.	4 Originals

ADDITIONAL REQUIREMENTS

☐ IF APPLICANT WAS PREVIOUSLY MARRIED AND IS NOW DIVORCED ☐ COURT DECISION RECOGNIZING DIVORCE DECREE; and ☐ PSA-ISSUED MARRIAGE CERTIFICATE WITH ANNOTATION	1 Original and 4 photocopies
☐ IF THE FOREIGN SPOUSE WAS PREVIOUSLY MARRIED AND IS NOW DIVORCED: ☐ DIVORCE DECREE , Officially translated into English by an Official Translator and the translated document MUST be authenticated by the Landgericht.	1 Original and 4 photocopies
☐ IF APPLICANT WAS PREVIOUSLY MARRIED AND THE MARRIAGE HAS BEEN ANNULLED ☐ COURT DECISION RECOGNIZING ANNULMENT OF MARRIAGE; and ☐ PSA-ISSUED MARRIAGE CERTIFICATE WITH ANNOTATION	1 Original and 4 photocopies
☐ IF APPLICANT WAS PREVIOUSLY MARRIED AND HAD BEEN WIDOWED ☐ PSA-ISSUED MARRIAGE CERTIFICATE WITH THE FORMER SPOUSE; and ☐ PSA-ISSUED DEATH CERTIFICATE OF THE FILIPINO SPOUSE, OR ☐ AUSZUG AUS DEM TODESREGISTER (Formule C) – authenticated by the Regierungspräsidium – If the deceased spouse is Foreign/German National who died in Germany	1 Original and 4 photocopies

TYPE OF DOCUMENT

FEES

Report of Marriage	Euro 25.00
Additional Fees (Only if Applicable)	
Affidavit of Delayed Registration	Euro 25.00

If filing in person, payment will be in cash at the Embassy. If applying by mail, please pay the fees by bank transfer. Applicants will be provided with the Embassy's bank details as soon as their 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.**

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

The Philippine Embassy in Berlin will only review and verify your requirements and if found in order, we will forward the said application to the approving Philippine Foreign Service Post (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 turnaround time.