

## COVER SHEET FOR REPORT OF MARRIAGE

**Note:** Kindly make sure to indicate your full contact details so the Embassy can duly notify you once the dispatch details are available. The dispatch details are what you will use in checking with the Philippine Statistics Authority if the Report of Marriage in PSA Security Paper is already available

**Date Submitted:** \_\_\_\_\_

**Name of Applicant/s:** \_\_\_\_\_

**Mobile Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**Amount Paid:** \_\_\_\_\_

**Payment Mode:**  Cash (O.R. No. \_\_\_\_\_)

Bank Transfer (Date and Transaction Reference: \_\_\_\_\_)

*If available, kindly attach copy of bank transaction slip*

### Mark "X" all Attached Documents

- Four (4) duly accomplished **Report of Marriage Forms** bearing original signatures
- One (1) original marriage certificate, duly authenticated by the Ministry of Foreign Affairs (MFA) of the country where the marriage was contracted, and three (3) photocopies
- Four (4) photocopies each of the bio-data page of the passports of the husband and wife
- Four (4) passport-sized photos each of the husband and wife in plain background
- Joint Affidavit of Delayed Registration of Marriage** if being reported 12 months after the marriage
- If foreign spouse is divorced/annulled/widowed, one (1) original and three (3) photocopies of the divorce/annulment decree or death certificate
- Documents not in English are accompanied by an English translation

### Additional Requirements:

#### A. For Widow/Widower

- Maiden name** of the Filipino female applicant, as appears in her PSA-birth certificate, is reflected in the Report of Marriage
- Original PSA birth certificate of the Filipino applicant/s printed on PSA security paper and three (3) photocopies
- Original PSA death certificate of the former spouse printed on PSA security paper and three (3) photocopies

#### B. For Divorced/Annulled Filipino applicant

- Maiden name** of the Filipino female applicant, as appears in her PSA-birth certificate, is reflected in the Report of Marriage
- Original PSA birth certificate of the Filipino applicant/s printed on PSA security paper and three (3) photocopies.
- Original PSA Certification on Declaration of Absolute Nullity of Marriage on PSA Security Paper and three (3) photocopies
- DFA-Authenticated Decree of Annulment

**Reporting:**  Personal  By Mail

If reporting by mail:

#### A. Applicants are in another country where there is a Philippine Embassy or Consulate:

- ROM Forms have been duly notarized by the Philippine Embassy or Consulate of their current residence (See Item no. 20 in ROM Form--- Seal and Notarial Authority).
- All accompanying Affidavits, as applicable, have been duly notarized by the Philippine Embassy or Consulate of the country of applicant's current residence.

#### B. Applicants are In another country without Philippine Embassy or Consulate:

- One (1) original **Acknowledgment Form for ROM** notarized by notary public and authenticated by the Ministry of Foreign Affairs of the country where notarization was obtained and 3 photocopies. In this case, item no. 20 in ROM on the notarial seal and authority shall be left blank.
- All accompanying Affidavits, as applicable, have been duly notarized by notary public and authenticated by the Ministry of Foreign Affairs of the country where notarization was obtained.

#### C. Applicants are in the Philippines

- ROM Forms have been duly notarized by notary public in the Philippines
- All accompanying Affidavits, as applicable, have been duly notarized by notary public in the Philippines.

### Collection of Personal Copy

- Personal collection at the Philippine Embassy in Nairobi. If being collected by a third party, authorization letter and ID copies are required.
- Private courier (Applicants are responsible for making arrangements with their courier. Embassy will notify applicant once their Personal Copy is available for collection.