



EMBASSY OF THE PHILIPPINES

Nairobi, Kenya

CITIZEN'S CHARTER

MISSION

To advance the interest of the Philippines and the Filipino people in the world community.

VISION

To provide highly responsive, efficient and courteous Consular services to the public.

CONSULAR SERVICES	LOCATION	PROCEDURE	PERSON RESPONSIBLE	DURATION	DOCUMENTS TO BE SUBMITTED	CONSULAR FEES
PASSPORT	Consular Office	<ol style="list-style-type: none"> Applicant personally appears at the Embassy and submits requirements; Application is verified; Application is enrolled in the system and the applicant's biometric data are captured; Application is transmitted to the Home Office after payment of Consular Fee; and Release of Passport 	Consular Assistant	15 minutes	First-time Applicants: Adult <ol style="list-style-type: none"> Birth Certificate in Security Paper issued by the Philippine Statistics Authority (PSA) or duly accomplished Report of Birth; Personal appearance of the applicant; Photocopy of Government issued IDs; and Duly accomplished Passport Application Form. <i>(Additional documents maybe required upon evaluation of the Consular Officer)</i>	US\$60.00
				Releasing of New Issued Passport: 4 weeks from date of application	Minor <ol style="list-style-type: none"> Personal Appearance of minor applicant and either parent or authorized adult companion In case applicant is not accompanied by the parent/s during the application process, a Special Power of Attorney must be executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy. Duly accomplished Passport Application Form Passport or valid government-issued ID of authorized adult companion Birth Certificate in Security Paper issued by the Philippine Statistics Authority (PSA) or duly accomplished Report of Birth Passport or Valid Government issued ID of either parent School ID (if available) <i>(Additional documents maybe required upon evaluation of the Consular Officer)</i>	US\$60.00
					Applicants for Passport Renewal: <ol style="list-style-type: none"> Personal appearance of the applicant; Old passport and photocopy of the data age; For married women who choose to adopt surname of husband, submit Marriage Contract in Security Paper issued by PSA and duly authenticated by DFA. If married abroad, submit Report of Marriage duly authenticated by the Ministry of Foreign Affairs of the country concerned; 	US\$60.00
					For Replacement of Lost Passport: <ol style="list-style-type: none"> Personal Appearance of the Applicant; Submit Police Report and Affidavit of Loss. There will be a fifteen (15) days clearing period for the processing of the application for new passport; Supporting Documents for identification of the applicant. 	US\$150.00
AUTHENTICATION	Consular Office	<ol style="list-style-type: none"> Documents may be personally submitted by the applicant or may be forwarded to the Embassy by mail; Signatures on the documents are verified and matched against the specimen signatures on file; A Certificate of Authentication is issued if documents are found in order; Release of documents. 	Consular Assistant	10 minutes	<ol style="list-style-type: none"> Original and photocopy of the documents duly authenticated by the Ministry of Foreign Affairs from the country of origin. 	US\$25.00
VISA	Consular Office	<ol style="list-style-type: none"> Applicant submits visa requirements. The Consular Assistant or the Consular Officer interviews the applicant; Visa is issued if documents are in order. Release of approved Visa. <p><i>For disapproved applications due to lack of requirements, processing time will commence on the day applicant complies with the complete requirements.</i></p>	Consular Assistant	10 Minutes	For Tourist Visa: <ol style="list-style-type: none"> Personal Appearance of the applicant; Duly accomplished Non-Immigrant Visa Application Form; One (1) recent passport-size photographs; Invitation Letter from sponsor/s in the Philippines, including itinerary, and the scanned copy of the sponsor's passport; Round-trip airline ticket; Proof of Financial Capacity including three (3) months bank statements; Original valid passport; National Identification Card. 	US\$30.00
				3 days from date of application	For Foreign Government Officials: <ol style="list-style-type: none"> Duly accomplished Non-Immigrant Visa Application Form; Original valid passport; Two (2) recent passport-size photographs; Note Verbale from the Ministry of Foreign Affairs of his country indicating the purpose of his travel. 	GRATIS

CIVIL REGISTRATIONS	Consular Office	<ol style="list-style-type: none"> 1. Submit requirements for civil registration. 2. Embassy will register application in the Registry Book; 3. The application forms together with the submitted documents will be forwarded to the DFA for onward transmittal to the PSA. 4. Release of personal copy of registered document. <p><i>Transmittal of documents to DFA and PSA will depend on the schedule of diplomatic pouch. Applicants are advised to make a follow-up at PSA three (3) months from date of application.</i></p>	Consular Assistant	10 minutes	<p>Report of Birth:</p> <ol style="list-style-type: none"> 1. Four (4) original duly accomplished Report of Birth Form; 2. Original and three (3) photocopies of Birth Certificate duly authenticated by the Ministry of Foreign Affairs of the Country where the child was born; 3. Original and three (3) photocopies of the Marriage Contract of Parents, if child is legitimate; 4. Four (4) photocopies of the data pages of the Passports of parents; 5. Four (4) passport-size pictures of the child; 6. Affidavit of Late Registration for children more than 12 months old; <p>Report of Marriage:</p> <ol style="list-style-type: none"> 1. Four (4) original duly accomplished Report of Marriage Form; 2. Original and three (3) photocopies of Marriage Certificate authenticated by the Ministry of Foreign Affairs of the country where the marriage took place; 3. Four (4) passport-size pictures of the husband and the wife; 4. Four (4) photocopies of the data page of the passports of the husband and the wife. <p>Report of Death:</p> <ol style="list-style-type: none"> 1. Five (5) original duly accomplished Report of Death Form; 2. Five (5) Photocopies of the data page of the passport of the deceased; 3. Original and Five (5) photocopies of the Death certificate issued by the Hospital or clinic duly authenticated by the Ministry of Foreign Affairs of the issuing country; 4. Original and Five (5) photocopies Embalming Certificate; 5. Original and Five (5) photocopies of Certificate of Non-Contagious Disease; and 6. Original and Five (5) photocopies of Mortuary Certificate. 	US\$25.00	
						3 days from the date of application	US\$25.00

FOR COMPLAINTS, COMMENTS AND SUGGESTIONS you may fill up the client feedback forms located inside the Consular Office and see the Administrative Officer or email at nairobi.pe@dfa.gov.ph;
FOR OTHER CONSULAR INQUIRIES please visit our website at www.nairobipe.dfa.gov.ph or contact the Consular Section at (+254)736310048; (+254)734450001.