



**EMBASSY OF THE PHILIPPINES**  
Nairobi, Kenya

**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.

# CITIZEN'S CHARTER

CONSULAR SERVICES	LOCATION	PROCEDURE	PERSON RESPONSIBLE	DURATION	DOCUMENTS TO BE SUBMITTED	CONSULAR FEES
<b>PASSPORT</b>	Consular Office	<ol style="list-style-type: none"> <li>1. Applicant personally appears at the Embassy and submits requirements;</li> <li>2. Application is verified;</li> <li>3. Application is enrolled in the system and the applicant's biometric data are captured;</li> <li>4. Application is transmitted to the Home Office after payment of Consular Fee.</li> <li>5. Application is transmitted to the Home Office after payment of Consular Fee.</li> <li>6. Release of Passport</li> </ol>	Consular Assistant	15 minutes	<u>First-time Applicants:</u> <ol style="list-style-type: none"> <li>1. Birth Certificate in Security Paper issued by the National Statistics Office or duly accomplished Report of Birth</li> <li>2. Personal appearance of the applicant;</li> <li>3. Duly filled-out Passport Application Form.</li> </ol>	US\$60.00
				6 weeks from date of application	<u>Applicants for Passport Renewal:</u> <ol style="list-style-type: none"> <li>1. Personal appearance of the applicant;</li> <li>2. Old passport and photocopy of the datapage;</li> <li>3. For married women who choose to adopt surname of husband, submit Marriage Contract in Security Paper issued by NSO and duly authenticated by DFA. If married abroad, submit Report of Marriage duly authenticated by the Ministry of Foreign Affairs of the country concerned;</li> </ol>	UD\$60.00
					<u>For Replacement of Lost Passport:</u> <ol style="list-style-type: none"> <li>1. Personal Appearance of the Applicant;</li> <li>2. Submit Police Report and Affidavit of Loss. There will be a one (1) month clearing period for the processing of the application for new passport;</li> <li>3. Birth Certificate in Security Paper and Supporting documents such as Marriage Contract in Security Paper, Baptismal Certificate or valid IDs. Documents should be authenticated by DFA.</li> </ol>	US\$150.00
<b>AUTHENTICATION</b>	Consular Office	<ol style="list-style-type: none"> <li>1. Documents may be personally submitted by the applicant or may be forwarded to the Embassy by mail;</li> <li>2. Signatures on the documents are verified and matched against the specimen signatures on file.</li> <li>3. A Certificate of Authentication is issued if documents are found in order.</li> </ol>	Consular Assistant	10 minutes	<ol style="list-style-type: none"> <li>1. Documents duly authenticated, stamped or apostilled by the Ministry of Foreign Affairs of the country concerned</li> </ol>	US\$25.00
				3 days from date of application		
<b>VISA</b>	Consular Office	<ol style="list-style-type: none"> <li>1. Applicant submits visa requirements.</li> <li>2. The Consular Assistant or the Consular Officer interviews the applicant;</li> <li>3. Visa is issued if documents are in Order.</li> </ol> <p>For disapproved applications due to lack of requirements, processing time will commence on the day applicant complies with the complete requirements.</p>	Consular Assistant	10 Minutes	<u>For Tourist Visa:</u> <ol style="list-style-type: none"> <li>1. Personal Appearance of the applicant;</li> <li>2. Duly filled-out Non-Immigrant Visa Application Form;</li> <li>3. Two (2) recent passport-size photographs;</li> <li>4. Invitation Letter from sponsor/s in the Philippines, including itinerary, and the Scanned copy of the sponsor's passport;</li> <li>5. Round-trip airline ticket;</li> <li>6. Proof of Financial Capacity including three (3) months bank statements;</li> <li>7. Original valid passport;</li> <li>8. National Identification Card.</li> </ol>	US\$30.00
				3 days from date of application		<u>For Foreign Government Officials:</u> <ol style="list-style-type: none"> <li>1. Non-Immigrant Visa Application Form;</li> <li>2. Original valid passport;</li> <li>3. Two (2) recent passport-size photographs;</li> <li>4. Note Verbale from the Ministry of Foreign Affairs of his country indicating the purpose Of his travel</li> </ol>
<b>CIVIL REGISTRATIONS</b>	Consular Office	<ol style="list-style-type: none"> <li>1. Submit requirements for civil registration.</li> <li>2. Embassy will register application In the Registry Book;</li> <li>3. The application forms together with the submitted documents will be forwarded to the DFA for onward transmittal to the NSO.</li> </ol> <p>Transmittal of documents to DFA and NSO will depend on the schedule of diplomatic pouch. Applicants are advised to make a follow-up at NSO two (2) months from date of application.</p>	Consular Assistant	10 minutes	<u>Report of Birth</u> <ol style="list-style-type: none"> <li>1. Original Birth Certificate duly authenticated By the Ministry of Foreign Affairs of the Country where the child was born;</li> <li>2. Original and 4 photocopies of the Marriage Contract of Parents, if child is legitimate;</li> <li>3. Five photocopies of the datapages of the Passports of parents;</li> <li>4. Proof of residence of child, if available;</li> <li>5. Five passport-size pictures of the child;</li> <li>6. Affidavit of Late Registration for children more than 12 months old;</li> <li>7. Report of Birth Application Form in 5 original copies.</li> </ol>	US\$25.00
					<u>Report of Marriage</u> <ol style="list-style-type: none"> <li>1. Original Marriage Certificate authenticated by the Ministry of Foreign Affairs of the country where the marriage took place;</li> <li>2. Five passport-size pictures of the husband And the wife;</li> <li>3. Five photocopies of the datapage of the passports of the husband and the wife.</li> </ol>	US\$25.00
					<u>Report of Death</u> <ol style="list-style-type: none"> <li>1. Photocopy of the datapage of the passport of the deceased;</li> <li>2. Copy of the Report of Death issued by the Hospital or clinic;</li> <li>3. Permit for Burial, if applicable</li> </ol>	US\$25.00

**PROCESSING TIME** may vary depending on the evaluation of documents.

**APPROVED PASSPORT APPLICATIONS** are sent to DFA Manila for printing and issuance. Unforeseen events such as technical failures may extend the waiting period for the releasing of passports.

**FOR COMPLAINTS, COMMENTS AND SUGGESTIONS**, you may fill up the client feedback forms located inside the Consular Office and see the Administrative Officer, Ms. Indira Pauline Desales, or email her at [pe.nairobi@gmail.com](mailto:pe.nairobi@gmail.com).

**FOR OTHER CONSULAR INQUIRIES**, please visit our website at [www.phil-embassy.or.ke](http://www.phil-embassy.or.ke) or contact the following:

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Ms. Jerome Lagura - +254734450001