



**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**  
**PASUGUAN NG REPUBLIKA NG PILIPINAS**  
**NAIROBI**

**PUBLIC ADVISORY No. 2022-15**

**CONSULAR MISSION IN VICTORIA, SEYCHELLES**

**17 April 2022, Sunday, 8:00 am - 5:00 pm**  
**Philippine Honorary Consulate**  
**J.K. Parcou Building**  
**Providence Highway, Victoria, Seychelles**

The Philippine Embassy in Nairobi informs the Filipino communities in Seychelles of the upcoming Consular Mission in Victoria on 17 April 2022, Sunday, 08:00 am – 5:00 pm, to provide passport and other consular services:

**I. PASSPORT**

For passport application or renewal, applicants are strongly encouraged to lodge their application through the **Passport Global Online Appointment System (GOAS)** at <https://www.passport.gov.ph/>, with the following steps:

- Step 1: Visit the GOAS website at <https://www.passport.gov.ph/>
- Step 2: Schedule an Appointment: choose Individual Appointment. In the drop-down menu, choose Middle East/Africa (Region), Kenya (Country) and PE Nairobi-Outreach Mission 02 (for Victoria, Seychelles) as sites.
- Step 3: Fill out the Personal, Family and Contact information. Ensure that all entries are correct.
- Step 4: You will receive a provisional email to confirm your booking. Follow the instructions provided in the email. A confirmatory email will be sent to the registered email.
- Step 5: Print both the Confirmatory Email and Application Form. Bring all documents and requirements on the confirmed appointment schedule.

**Requirements for Renewal of Passport (Adult):**

- Personal Appearance
- Duly accomplished Application Form
- Original and Photocopy of Passport data page in A4-size paper
- Passport Fee: USD\$60.00

**Requirements for New/Renewal of Passport of Minor**

- Personal Appearance of minor applicant and either parent or authorized adult companion
- In case an 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 Application Form
- Original and one (1) photocopy PSA (formerly NSO)-authenticated Birth Certificate on Security Paper; or Report of Birth of the minor applicant
- School ID (if available)
- Current Passport of the minor applicant (for renewal only)
- Original and one (1) photocopy of Passport or valid government-issued ID of authorized adult companion
- Marriage Certificate is required if only one parent is accompanying the child

- If parents are unmarried, an Affidavit of Support and/or Consent executed by the Mother will be required if she is not accompanying the child
- If Affidavit of Support and/or Consent is executed abroad, it must be authenticated by the Philippine Embassy or Consulate
- Passport or Valid Government issued ID of either parent
- Passport Fee: USD\$60.00

**Additional Guidelines:**

- \*\*Please provide EXACT AMOUNT in US Dollar for payment of consular fees\*\*
- 10-Year Passport Validity is available for applicants 18 years old and above only.
- The release of passports will take 6-8 weeks from the date of filing of application.
- All passport applicants who have availed the extension of the validity of their passports in 2020 and 2021 are required to renew their passports during the consular mission.

**II. CIVIL REGISTRY**

**Requirements for Authentication/ Reports of Birth/Marriage/Death**

- Duly accomplished Application Form and Set of Requirements (See links)
  - **Report of Birth:**  
<http://www.nairobipe.dfa.gov.ph/2014-04-29-06-45-57/civil-registration-birth/report-of-birth>
  - **Report of Marriage:**  
<http://www.nairobipe.dfa.gov.ph/2014-04-29-06-45-57/civil-registration-birth/report-of-marriage>
  - **Report of Death:**  
<http://www.nairobipe.dfa.gov.ph/2014-04-29-06-45-57/civil-registration-birth/report-of-death>
- Reports of Birth/Marriage/Death fees: USD \$ 25.00 each  
\*\*Please provide EXACT AMOUNT in US Dollar for payment of consular fees\*\*

**III. AUTHENTICATION**

**Requirements for Authentication and Document Legalization**

- Authentication:<http://www.nairobipe.dfa.gov.ph/2014-04-29-06-45-57/2014-04-29-11-33-23>
- Authentication fees: USD \$ 25.00 each  
\*\*Please provide EXACT AMOUNT in US Dollar for payment of consular fees\*\*

*Note: For civil registry and authentication services, the Embassy will advise the applicant via email on the release of his/her document/s.*

**COVID-19 HEALTH PROTOCOLS**

In view of the continuing pandemic situation, the consular team will observe proper social distancing during the consular mission. Only (10) ten applicants at a time will be allowed to enter the venue. All are required to wear their facemasks and must have a normal body temperature. Kindly bring your own pen, original passport, IDs, photocopies of your documents and eyeglasses.

Please disseminate the above information to our *kababayans*. *Salamat po!*

