



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

**PUBLIC ADVISORY No. 2023-03**

**CONSULAR MISSION IN DAR ES SALAAM, TANZANIA**

**07 May 2023, Sunday, 8:00 am - 5:00 pm**  
**Dar es Salaam, Tanzania (venue to be announced)**

The Philippine Embassy in Nairobi is pleased to inform Filipino nationals in Tanzania that it will be conducting a Consular Mission in Dar es Salaam (venue to be announced) on Sunday, 07 May 2023, 08:00 am – 5:00 pm, to provide passport, civil registry, authentication, and other consular services, as well as overseas voter registration for the 2025 elections:

**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 01 (for Dar es Salaam, Tanzania) 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 to the venue on the date of the consular mission.

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

- Personal Appearance
- Duly accomplished Application Form
- Current Passport 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)

001 Mzima Springs Road, Lavington, P.O. Box 47941, 00100 Nairobi, Kenya

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Website: [www.nairobipe.dfa.gov.ph](http://www.nairobipe.dfa.gov.ph) ▪ E-mail: [nairobi.pe@dfa.gov.ph](mailto:nairobi.pe@dfa.gov.ph) ▪ [pe.nairobi@gmail.com](mailto:pe.nairobi@gmail.com)

- Original and one (1) photocopy of Passport or valid government-issued ID of either parent or 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 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.
- Those whose passport validity was extended in 2020, 2021, and 2022 are requested to renew their passports during the consular mission.

## II. CIVIL REGISTRY

For reporting of birth/ marriage/ death, applicants are strongly encouraged to submit in advance the scanned documents to the email address of the Consular Section of the Embassy ([nairobipe.consular@dfa.gov.ph](mailto:nairobipe.consular@dfa.gov.ph)). This will enable the Embassy to make an initial assessment of the documents before they are brought personally during the consular mission.

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

- Duly accomplished Application Form and Set of Requirements (See links)
  - **Report of Birth:**  
<https://nairobipe.dfa.gov.ph/2014-04-29-06-45-57/civil-registration-birth/report-of-birth>
  - **Report of Marriage:**  
<https://nairobipe.dfa.gov.ph/2014-04-29-06-45-57/civil-registration-birth/report-of-marriage>
  - **Report of Death:**  
<https://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

For authentication, applicants are strongly encouraged to submit in advance the scanned documents to the email address of the Consular Section of the Embassy ([nairobipe.consular@dfa.gov.ph](mailto:nairobipe.consular@dfa.gov.ph)). This will enable the Embassy to make an initial assessment of the documents before they are brought personally during the consular mission.

**Requirements for Authentication and Document Legalization**

- Authentication:  
<https://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.*

#### **IV. OVERSEAS VOTER REGISTRATION**

For overseas voter registration, applicants are strongly encouraged to submit in advance the duly accomplished Overseas Voter Registration Form (which can be downloaded at <https://nairobi.pe.dfa.gov.ph/images/OVF1 - Fillable form.pdf>) and a scanned copy of their passport data page to the email address of the Consular Section of the Embassy ([nairobi.consular@dfa.gov.ph](mailto:nairobi.consular@dfa.gov.ph)). This will enable the Embassy to check the status of their voter registration.

#### **IMPORTANT REMINDERS**

Kindly bring your own pen, original passport, IDs, photocopies of your documents and eyeglasses.

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

