



REPUBLIC OF THE PHILIPPINES

EMBASSY OF THE PHILIPPINES  
OTTAWA, CANADA

## **MISSION**

To advance the interests of the Philippines and the Filipino people in Canada.

## **VISION**

The Department of Foreign Affairs, represented in Canada by the Philippine Embassy in Ottawa, the Philippine Consulates General in Calgary, Toronto, and Vancouver, and the Philippine Consulates with Honorary Officials in Regina, Halifax, and Winnipeg, is the prime agency of the Philippine government responsible for the pursuit of Philippine foreign policy.

In pursuit of our goals, we strive for and live by the principles of excellence, integrity, and patriotism.



## CONSULAR SERVICES

### A. PROCEDURE ON NEW PASSPORT APPLICATIONS (ADULT, 18 years old and above)

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/Form
1	Online at appointment .ottawa.pe.org	Secures an appointment for Passport	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
2	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable
3	Online at client's email inbox	Saves the Reference Code	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

4	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a Ticket number	30 seconds	Not applicable	Not applicable	Not applicable
5	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the ticket number and waits for the number to be called	Queues the number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 1 or any window that called the number, and presents the documents.	<p>Checks the application form and reviews the requirements.</p> <p>If the documents are in order, forwards the documents to Window 5 for payment and clicks done on the queuing system.</p> <p>If a requirement is lacking, advises the applicant to comply.</p>	2 minutes	Passport processor	Not applicable	<p>Documents required:</p> <p><b>Core Requirements:</b></p> <p>A. Original and photocopy of PSA-issued Birth Certificate</p> <p>B. Duly-accomplished <a href="#">Passport Application Form No. 1</a></p> <p>C. Original and photocopy of proof of status in Canada (e.g. Permanent residence card, valid Record of landing, valid work permit, valid visitor's visa or valid seaman's book, valid certificate from CIC that you have not obtained Canadian citizenship)</p> <p>D. If applicant wants passport mailed, please provide Xpresspost</p>

			Clicks done on the queuing system.				<p>envelope from Canada Post with appropriate signature sticker</p> <p><b>Additional</b> documents:  If the applicant has a derivative Filipino Citizenship:  A. Order of Approval of the parent or child (as applicable); and/or  B. Identification Certificate.</p> <p>If the applicant is applying for the replacement of a lost expired non-electronic passport:  1. Accomplished <a href="#">Affidavit of Loss/Mutilation of Passport (click here to download)</a>;  2. Original and photocopy of Police Report.  3. Original and photocopy of a valid government-issued photo ID (used to prove identity).  4. Original and photocopy of Marriage Certificate issued by the PSA for married female applicants who wish to use their husband's surname</p> <p>If the applicant is a dual citizen who is not able to present a previous Philippine passport:  A. Original and photocopy of Identification Certificate, or Order of Approval or Oath of Allegiance  B. Duly accomplished and notarized Duly accomplished <a href="#">Affidavit of Loss of Passport (click here to</a></p>
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							<p><a href="#">download</a>).</p> <p>If a female applicant wishes to adopt the surname of her husband:</p> <ul style="list-style-type: none"><li>A. PSA-issued Certificate of Marriage</li><li>B. Any valid government-issued ID</li></ul> <p>If the applicant is a holder of brown, maroon and green passport</p> <ul style="list-style-type: none"><li>A. Original brown, maroon or green passport;</li><li>B. For dual citizens, original and photocopy of<ul style="list-style-type: none"><li>• Identification certificate;</li><li>• Order of Approval; or</li><li>• Oath of Allegiance issued by a Philippine FSP; or</li><li>• Certificate of Retention/Re-acquisition of Philippine Citizenship or any equivalent document issued by BI;</li></ul></li><li>C. If the brown, maroon or green passport indicates the married name of a female applicant and the applicant wishes to still use the surname of her husband:<ul style="list-style-type: none"><li>• original marriage certificate issued by the PSA.</li></ul></li><li>D. If the brown, maroon or green passport indicates the married name of a female applicant and the applicant wishes to revert to her maiden name by:<ul style="list-style-type: none"><li>a. Dissolution of marriage:</li></ul></li></ul>
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							<ul style="list-style-type: none"><li>• Latest Philippine passport (if available);</li><li>• Original and photocopy of marriage certificate issued by the PSA with annotation stating that the marriage has been declared null and void;</li></ul> <p>b. Death of spouse:</p> <ul style="list-style-type: none"><li>• Latest Philippine passport (if available);</li><li>• Original and photocopy of marriage certificate issued by the PSA;</li><li>• Original and photocopy of the spouse's Death Certificate issued by the PSA</li></ul> <p>c. By other reason:</p> <ul style="list-style-type: none"><li>• Latest Philippine passport or travel document</li><li>• PSA-issued Certificate of Marriage or Report of Marriage.</li><li>• Notarized Affidavit of Explanation that includes request for the reversion of maiden name in the Philippine passport or travel document and stating that she has not availed of the reversion</li><li>• At least one (1) valid identification card reflecting the maiden name</li></ul>
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							<p>E. If the brown, maroon, or green passport indicates the married name of a female applicant and the applicant wishes to change the format of her married name:</p> <ul style="list-style-type: none"> <li>• One valid government-issued ID;</li> <li>• PSA-issued Certificate of Marriage or ROM; and</li> <li>• <a href="#">Notarized Affidavit</a> explaining the change in the format of the married name</li> </ul>
7	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for passport services	<p>Collecting Officer queues the ticket number, receives payment and releases official receipt to applicant</p> <p>Clicks done on the queuing system.</p>	1 minute	Collecting Officer	<p>CAD 87.00 (New Passport)</p> <p>CAD 253.75 (Replacement of Valid Lost Passport)</p> <p>CAD 166.75 (Replacement of Lost Expired non ePassport)</p> <p>CAD 36.25 (Notarization fee for Affidavit of Philippine citizenship)</p>	Official Receipt

8	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to the Window 2 or 3 for passport data enrollment and biometrics capture	Encode passport data, photo capture, digital signature capture, fingerprint capture	5 minutes	Encoder	Not applicable	Encoded information (digital)
9	1st Floor, Consular Section, Embassy of the Philippines	Signs ePassport enrollment certificate to confirm correctness of encoded information	Saves the application for transmission, clicks done on the queuing system.  Encoder informs the applicant of the releasing period of the new passport.	2 minutes  Note: Passport is not released at this step. It will take up to 10 weeks for release of new passport	Encoder	Not applicable	ePassport enrollment certificate





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## CONSULAR SERVICES

### B. PROCEDURE ON NEW PASSPORT APPLICATIONS (MINOR, below 18 years old)

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/Form
1	Online at appointment. ottawape.org	Secures an appointment for Passport	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
2	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable
3	Online at client's email inbox	Saves the Reference Code	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

4	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a Queuing number	30 seconds	Not applicable	Not applicable	Not applicable
5	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the ticket number and waits for the number to be called	Queues the number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 1 or any Window that called the number, and submits the documents.	<p>Interviews the parents, checks the application form for accuracy and reviews supporting documents</p> <p>If the documents are in order, forwards the documents to Window 5 for payment.</p> <p>If a requirement is lacking, advises the parents to</p>	2 minutes	Passport Processor	Not applicable	<p>Documents required:</p> <p>Core Requirements:</p> <ul style="list-style-type: none"> <li>A. Original and photocopy of PSA-issued Report of Birth</li> <li>B. Duly-accomplished <a href="#">Passport Application Form No. 3</a> completed and signed by the applicant's parent, preferably by the mother.</li> <li>C. Original and photocopy of the data page of a valid PH passport or other competent proof of identity of the parents (or adoptive parents in the case of adopted minors.)</li> <li>D. Original and photocopy of proof of the child's status in Canada.</li> <li>E. Valid Identification Cards (at least one) of the minor applicant and the</li> </ul>

			<p>comply.</p> <p>Clicks done on the queuing system.</p>			<p>accompanying adult.</p> <p>F. If applicant wants passport mailed, please provide Xpresspost envelope from Canada Post with appropriate signature sticker</p> <p><b>Additional</b> documents: For minors whose parents are not married</p> <ol style="list-style-type: none"><li>1. The personal appearance of the mother is required during the application.</li><li>2. The mother must present her original valid passport and submit a photocopy of the data page.</li><li>3. If accompanied by the mother's authorized representative, the following will be required: a) a duly notarized Special Power of Attorney executed by the mother in favor of the authorized representative for the purpose of passport application of the minor, together with a copy of the valid ID of the authorized representative.</li><li>4. If the mother is deceased and child is acknowledged by the father, a) personal appearance of the father is required; b) PSA-issued Certificate of</li></ol>
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							<p>Death or ROD of the mother; c) PSA-issued Certificate of Live Birth with Acknowledgement of Paternity indicating the name of the father; and d) Valid Passport of government-issued ID of the father and legal guardian.</p> <p>For adopted minors.</p> <ol style="list-style-type: none"><li>1. Appearance of the adoptive parents is required.</li><li>2. Original or certified true copy of the adoption decree issued by a Philippine court or foreign adoption decree recognized by a Philippine court.</li></ol> <p>For derivative dual citizen minors.</p> <ol style="list-style-type: none"><li>1. Identification Certificate of the minor.</li><li>2. Identification Certificate, Order of Approval or Oath of Allegiance of the principal dual citizen parent.</li></ol> <p>For minors who have lost a valid or an expired ePassport</p> <ol style="list-style-type: none"><li>1. Original notarized Affidavit of Loss signed by the parent/s, legal guardian or person authorized by the parents to accompany the child during the application.</li><li>2. If a copy of the lost expired</li></ol>
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							<p>ePassport is available, the requirement of birth certificate may be waived depending on the evaluation of the application.</p> <p>3. Original Police Report filed by the accompanying parent, legal guardian or the person authorized by the parents to accompany the minor child during the application.</p>
7	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for passport services	<p>Collecting Officer receives payment and releases official receipt to applicant.</p> <p>Clicks done on the queuing system.</p>	1 minute	Collecting Officer	CAD 87.00 (New Passport)	Official Receipt
8	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 2 or 3 for passport data enrollment and biometrics capture	Encode passport data, photo capture, digital signature capture, fingerprint capture	5 minutes	Encoder	Not applicable	Encoded information (digital)
9	1st Floor, Consular Section, Embassy of the	Signs ePassport enrollment certificate to confirm correctness of encoded	Saves the application for transmission, clicks done on the queuing	<p>2 minutes</p> <p>Note: Passport is not released</p>	Encoder	Not applicable	ePassport enrollment certificate

	Philippines	information	system. Encoder informs the applicant of the releasing period of the new passport.	at this step. It will take up to 10 weeks for release of new passport			
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## CONSULAR SERVICES

### C. PROCEDURE ON PASSPORT RENEWAL (ADULT, 18 years old and above)

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/Form
1	Online at appointment .ottawape.org	Secures an appointment for Passport	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
2	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable
3	Online at client's email inbox	Saves the Reference Code	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable

4	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a ticket number	30 seconds	Not applicable	Not applicable	Not applicable
5	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the ticket number and waits for the number to be called	Queues the number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 1 or any Window that called the number and submit the documents.	<p>Interviews the applicant, checks the application form and reviews the requirements.</p> <p>If the documents are in order, forwards the documents to Window 5 for payment.</p> <p>If additional documents are required, advises the applicant to comply.</p>	2 minutes	Passport processor	Not applicable	<p>Documents required:</p> <p><b>Core Requirements:</b></p> <p>B. Original ePassport and a photocopy of the data page</p> <p>E. Duly-accomplished <a href="#">Passport Application Form No. 2</a></p> <p>F. Original and photocopy of proof of status in Canada (e.g. Permanent residence card, work, study or visit permit. If the proof of immigration status is expired, the applicant must present a proof of renewal.</p> <p>G. If applicant wants passport mailed, please provide Xpresspost envelope from</p>



			Clicks done on the queuing system.				<p>Canada Post with appropriate signature sticker</p> <p><b>Additional</b> documents: If the applicant is a dual citizen whose existing Philippine passport was issued after dual citizenship:</p> <ol style="list-style-type: none"><li>1. Identification Certificate; or</li><li>2. Order of Approval; or</li><li>3. Oath of Allegiance</li></ol> <p>Note: If the applicant is a natural-born dual citizen:</p> <ol style="list-style-type: none"><li>1. PSA-issued Birth Certificate</li></ol> <p>Filipino or dual citizens who wish to replace their lost valid Philippine passport:</p> <ol style="list-style-type: none"><li>1. If the applicant's facial and other biometric data is available in the passport database, or if the applicant has a copy of the lost ePassport with the correct biographic data:<ol style="list-style-type: none"><li>a) Original notarized Affidavit of Loss; and</li><li>b) Original Police Report.</li></ol></li></ol> <p><b>Note:</b> If the lost passport is brown, maroon or green passport, the applicant is required to comply with the core and additional</p>
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						<p>requirements for new passport application even if a photocopy of the lost passport is available.</p> <p>If a female applicant is renewing an ePassport and wishes to adopt the surname of her husband:</p> <ol style="list-style-type: none"><li>1) Original and photocopy of PSA-issued Certificate of Marriage or Report of Marriage.</li></ol> <p>If a female applicant wishes to change the format of her married name:</p> <ol style="list-style-type: none"><li>1) One valid government-issued ID;</li><li>2) PSA-issued Birth Certificate or ROB;</li><li>3) PSA-issued Certificate of Marriage or ROM; and</li><li>4) <a href="#"><u>Notarized Affidavit explaining the change in the format of the married name</u></a></li></ol> <p>If a female applicant wishes to revert to her maiden name:</p> <ol style="list-style-type: none"><li>1. By virtue of an annulment, declaration of nullity of marriage, judicially-recognized foreign divorce, and judicially-recognized divorce under Presidential Decree No.1083 (Code of Muslim Personal Laws of the Philippines)::</li></ol>
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							<ul style="list-style-type: none"><li>a) Original and photocopy of marriage certificate or Report of Marriage issued by the PSA with annotation stating that the marriage has been declared null and void;</li><li>b) Original and photocopy of PSA-issued Birth Certificate or ROB</li></ul> <p>2. By death of spouse:</p> <ul style="list-style-type: none"><li>a) Original and photocopy of PSA-issued Certificate of Death or Report of Death of spouse indicating the applicant's name as the wife of the deceased;</li><li>b) Original and photocopy of PSA- issued Birth Certificate or ROB of the applicant;</li><li>c) Original and photocopy of marriage certificate issued by the PSA indicating the name of the deceased spouse as the husband and the applicant as the wife.</li></ul> <p>3. By other reason:</p> <ul style="list-style-type: none"><li>● PSA-issued Birth Certificate or ROB;</li></ul>
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							<ul style="list-style-type: none"> <li>• PSA-issued Certificate of Marriage or ROM;</li> <li>• <a href="#">Notarized Affidavit of Explanation</a> that includes request for the reversion of maiden name in the Philippine passport or travel document and stating that she has not availed of the reversion;</li> <li>• Latest-issued Philippine passport or travel document; and</li> <li>• At least one (1) valid identification card reflecting the maiden name.</li> </ul> <p><i>Note: Reversion to maiden name for reasons other than annulment or death of spouse may only be done once. The applicant is required to execute a <a href="#">waiver</a></i></p>
7	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for passport services	Collecting Officer receives payment and issues official receipt to the applicant.  Clicks done on the queuing	1 minute	Collecting Officer	CAD 87.00 (Renewal)  CAD 253.75 (Replacement of Valid Lost Passport)	Official Receipt

			system.			CAD 166.75 (Replacement of Lost Expired Passport)  CAD 36.25 (Affidavit of Explanation for Reversion to Maiden Name or Change of Format)	
8	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 2 or 3 for passport data enrollment and biometrics capture	Encode passport data, photo capture, digital signature capture, fingerprint capture	5 minutes	Encoder	Not applicable	Encoded information (digital)
9	1st Floor, Consular Section, Embassy of the Philippines	Signs ePassport enrollment certificate to confirm correctness of encoded information	Saves the application for transmission clicks done on the queuing system.  Encoder informs the applicant of the releasing period of the new passport.	2 minutes  Note: Passport is not released at this step. It will take up to 10 weeks for release of new passport	Encoder	Not applicable	ePassport enrollment certificate



## CONSULAR SERVICES

### D. PROCEDURE ON PASSPORT RENEWAL (MINOR, below 18 years old)

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/Form
1	Online at appointment.ottawape.org	Secures an appointment for Passport	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
2	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable

3	Online at client's email inbox	Saves the Reference Code	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
4	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a ticket number	30 seconds	Not applicable	Not applicable	Not applicable
5	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the ticket number and waits for the number to be called	Queues the number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 1 or any Window that called the number, and submits documents.	Interviews the applicant, checks the application form and reviews the requirements.  If the documents are in order, forwards the documents to Window 5.  If additional	2 minutes	Passport processor	Not applicable	Documents required:  Core Requirements:  A. Original passport for renewal and a photocopy of the data page; B. Original or photocopy of report of birth issued by the Philippine Statistics Authority (PSA) C. <a href="#">Passport Application Form No. 3</a> completed and signed by the applicant's parent, preferably by the mother. D. 4. Original and photocopy of

			<p>documents are required, advises the applicant to comply.</p> <p>Clicks done on the queuing system.</p>				<p>the datapage of a valid PH passport or other competent proof of identity of the parents or adoptive parents in the case of adopted minors.</p> <p>E. Original and photocopy of proof of child's status in Canada.</p> <p>F. If applicant wants passport mailed, please provide Xpresspost envelope from Canada Post with appropriate signature sticker</p> <p><b>Additional</b> documents: For minors whose parents are married or legitimated by parents' subsequent marriage</p> <ol style="list-style-type: none"> <li>1. Personal appearance of either parent or a legal guardian is required during the application.</li> <li>2. If accompanied by a legal guardian, the accompanying legal guardian must submit a court order appointing him as the child's legal guardian, and a photocopy of his/her valid passport's data page.</li> <li>3. If accompanied by an authorized representative, a notarized Special Power of Attorney executed by either of the minor's parents with an attached copy of both parent's valid passports authorizing the legal guardian to assist the minor in the application.</li> </ol>
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							<p>For minors whose parents are not married</p> <ol style="list-style-type: none"><li>1. The personal appearance of the mother is required during the application.</li><li>2. The mother must present her original valid passport and submit a photocopy of the data page.</li><li>3. If accompanied by the mother's authorized representative, the following will be required: a) a duly notarized Special Power of Attorney executed by the mother in favor of the authorized representative for the purpose of passport application of the minor, together with a copy of the valid ID of the authorized representative.</li><li>4. If the mother is deceased and child is acknowledged by the father, a) personal appearance of the father is required; b) PSA-issued Certificate of Death or ROD of the mother; PSA-issued Certificate of Live Birth with Acknowledgement of Paternity indicating the name of the father; and c) Valid Passport of government-issued ID of the father and legal guardian.</li></ol>
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							<p><u>For adopted minors.</u></p> <ol style="list-style-type: none"><li>1. Appearance of the adoptive parents is required.</li><li>2. Original or certified true copy of the adoption decree issued by a Philippine court or foreign adoption decree recognized by a Philippine court.</li></ol> <p>For derivative dual citizen minors.</p> <ol style="list-style-type: none"><li>1. Identification Certificate of the minor.</li><li>2. Identification Certificate, Order of Approval or Oath of Allegiance of the principal dual citizen parent.</li></ol> <p>For minors who have lost a valid or an expired ePassport</p> <ol style="list-style-type: none"><li>1. Original notarized Affidavit of Loss signed by the parent/s, legal guardian or person authorized by the parents to accompany the child during the application.</li><li>2. If a copy of the lost expired ePassport is available, the requirement of birth certificate may be waived depending on the evaluation of the application.</li><li>3. Original Police Report filed by the accompanying parent, legal guardian or the person</li></ol>
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							authorized by the parents to accompany the minor child during the application.
7	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for passport services	Collecting Officer receives payment and issues official receipt to applicant.  Collecting officer clicks "done" on the queuing system.	1 minute	Collecting Officer	CAD 87.00 (Renewal)  CAD 253.75 (Replacement of Valid Lost Passport)  CAD 166.75 (Replacement of Lost Expired Passport)	Official Receipt
8	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 2 or 3 for passport data enrollment and biometrics capture	Encode passport data, photo capture, digital signature capture, fingerprint capture	5 minutes	Encoder	Not applicable	Encoded information (digital)
9	1st Floor, Consular Section, Embassy of the Philippines	Signs ePassport enrollment certificate to confirm correctness of encoded information	Saves the application for transmission clicks done on the queuing system.  Encoder informs the applicant of	2 minutes  Note: Passport is not released at this step. It will take up to 10 weeks for	Encoder	Not applicable	ePassport enrollment certificate

			the releasing period of the new passport.	release of new passport			
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## CONSULAR SERVICES

### E. Travel Documents

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
<b>In Person (Walk in only)</b>							
1	1st Floor, Consular Section, Embassy of the Philippines	Proceeds to Window 1 (or whichever window is queuing) to submit application form and supporting documents.	<p>Interviews the applicant. Checks the application form for accuracy and reviews the documentary requirements.</p> <p>If the documents are in order, forwards the documents to Window 5 and clicks done on the queuing system.</p> <p>If a requirement is</p>	3 minutes	Passport Processor	Not applicable	<p>Documents required:</p> <ul style="list-style-type: none"> <li>A. Completed <a href="#">Application for Travel Document</a>.</li> <li>B. Two (2) recent ID photos (passport size, colored with white background) showing full front view of face.</li> <li>C. Photocopy of the latest Philippine passport, or other documents showing Philippine citizenship.</li> <li>D. Travel itinerary or</li> </ul>

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
			lacking, advises the applicant to comply				<p>airline tickets, which must show <b>direct travel</b> to the Philippines.</p> <p>E. Copy of proof of immigration status in Canada (e.g. PR card, work permit, study permit, visa, etc.).</p> <p>F. If applicable, copy of deportation/removal order.</p> <p>G. For applications submitted by mail, please include a <b>medium Xpresspost envelope</b> if the Travel Document will be mailed to Ontario or Quebec, National Xpresspost envelope if the Travel Document will be mailed to other Canadian Provinces, from Canada Post, with a <b>signature sticker</b> to ensure proper delivery.</p>

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
2	1st Floor, Consular Section, Embassy of the Philippines	Proceeds to Window 5 to pay for services.	<p>If the documents are received from the Processor, Collecting Officer calls the person to the window, receives payment and issues the official receipt to applicant.</p> <p>Advises the applicant to claim the travel document between 3:00 p.m. and 5:00 p.m., if expedited; or in 3-5 days if regular processing</p>	1 minute	Collecting Officer	<p>CAD 43.50</p> <p>CAD 14.50 (if expedited)</p>	Official receipt
3	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Prepares the Travel Document for signature.	10 minutes (depending on the number of applicants on queue)	Passport Processor	Not applicable	Travel Document

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
4	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Signing officer signs the Travel Document or requires more document	2 minutes	Signing officer	Not applicable	Travel Document
5	1st Floor, Consular Section, Embassy of the Philippines	Applicant returns to between 3:00 p.m. and 5:00 p.m. or in 3-5 days, presents a valid ID and official receipt to claim the document	Releases the travel document to applicant	2 minutes	Passport Processor	Not applicable	Travel Document
	1st Floor, Consular Section, Embassy of the Philippines	Applicant returns with the additional document	Repeats steps 1-5 except payment if the applicant has paid	Same as in steps 1-5	Same as in steps 1-5	Same as the fee above except when the applicant has paid	Complete requirements as indicated above.
<b>By Mail</b>							
1	1st Floor, Consular Section, Embassy of the Philippines	Mails the duly accomplished application form, requirement and payment	Receives the mail and evaluates the application	5 minutes	Passport processor	Not applicable	Documents required: A. Completed <a href="#">Application for Travel Document</a> . B. Two (2) recent ID photos (passport size, colored with white



Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
							<p>background) showing full front view of face.</p> <p>C. Photocopy of the latest Philippine passport, or other documents showing Philippine citizenship.</p> <p>D. Travel itinerary or airline tickets, which must show <b>direct travel</b> to the Philippines.</p> <p>E. Copy of proof of immigration status in Canada (e.g. PR card, work permit, study permit, visa, etc.).</p> <p>F. If applicable, copy of deportation/removal order.</p> <p>G. For applications submitted by mail, please include a <b>medium Xpresspost envelope</b> if the Travel Document will be mailed to Ontario or Quebec, National Xpresspost envelope if the Travel Document will be</p>

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
							mailed to other Canadian Provinces, from Canada Post, with a <b>signature sticker</b> to ensure proper delivery.
2	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	If the documents are in order, forwards the bank draft or check to Window 5.  Window 5 Issues the Official Receipt  If more documents are required, emails the applicant to advise	2 minutes	Passport Processor  Collecting Officer	CAD 43.50	Official Receipt
3	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	If the documents are in order, prepares the Travel Document and submits for signature	2 minutes	Passport Processor	Not applicable	Travel Document
4	1st Floor, Consular Section, Embassy of the	Not applicable	Signs the Travel Document or requires additional document	2 minutes	Signing Officer	Not applicable	Travel Document

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
	Philippines						
5	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	If signed, prepares the signed Travel Document for mailing together with the requirements and receipt	2 minutes	Passport Processor	Not applicable	Travel Document, requirements, receipt in the Mailing Envelope



REPUBLIC OF THE PHILIPPINES

EMBASSY OF THE PHILIPPINES  
OTTAWA, CANADA

## F. Notarial and other Legal services

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
<b>In person (by appointment only)</b>							
1	Online at appointment.ot tawape.org	Secures an appointment for legalization	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
2	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable
3	Online at client's email inbox	Saves the Reference Code	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
4	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a Ticket number	30 seconds	Not applicable	Not applicable	Not applicable

5	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the Ticket number and waits for the number to be called	Queues the ticket number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 1 or any Window that called the ticket number, and submits document/s	<p>Interviews applicant, checks the document for notarization for proper format and evaluates requirements.</p> <p>If the papers are in order, forwards the document to Window 5 and clicks done on the queuing system</p> <p>If a requirement is lacking, asks the applicant to comply.</p> <p>Clicks done on the queuing system.</p>	3 minutes	Legalization Processor	Not applicable	<p>A. Document for notarization such as:</p> <ul style="list-style-type: none"> <li>● Special Power of Attorney(SPA)</li> <li>● Affidavit (general)</li> <li>● Undertaking of Support</li> <li>● Affidavit of Consent and Support</li> <li>● Affidavit to Use the Surname of the Father</li> <li>● Affidavit of Admission of Paternity</li> </ul> <p>B. Adequate number of sets or photocopies of the document for notarization as may be needed</p> <p>C. Original and photocopy of a valid passport two valid IDs and their photocopies. Note: The name on your valid ID is consistent with</p>

						<p>the name on the document to be notarized. For example, if your valid ID spells out your middle name, you must also spell out your middle name on the document to be notarized. If the name on your valid ID consists of First and Last names only, please write/type down your First and Last names only on the document to be notarized.</p> <p>D. If the documents will be mailed, a prepaid self-addressed courier envelope with tracking features (e.g. FedEx/DHL/Canada Post Xpresspost with signature sticker).</p> <ul style="list-style-type: none"><li>• Ontario and Quebec residents need to provide a Regional Xpresspost envelope.</li><li>• Residents of other Canadian provinces need to provide a National Xpresspost envelope.</li><li>• Residents of Bermuda need to provide an envelope from an</li></ul>
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							international courier of their choice with an airway bill number.
7	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for services.	<p>If the documents are received from the processor, Collecting Officer receives payment and releases official receipt to applicant.</p> <p>Advises applicant to return between 3:00 p.m. and 5:00 p.m. if expedited or in 3-5 days if regular processing.</p> <p>Clicks done on the queuing system.</p>	1 minute	Collecting Officer	<p>CAD 36.25 per document to be notarized</p> <p>CAD 14.50 (If expedited)</p>	Official receipt
8	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Processor prepares the document/s for signature	10 minutes	Legalization processor	Not applicable	Document/s for notarial and requirements; official receipt
9	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Signing officer signs the document or requires additional requirements	2 minutes	Signing officer	Not applicable	Document/s for notarial and requirements; official receipt
10	1st Floor, Consular	Applicant returns between 3:00 p.m.	Releases the notarized/legalized	2 minutes	Legalization processor	Not applicable	Document/s notarized.

	Section, Embassy of the Philippines	and 5:00 p.m. or in 3 to 5 days; proceeds to Window 1 and presents official receipt, valid ID and claims document.  If by mail, the applicant will receive the documents in accordance with Canada Post's mailing time	document/s  If by mail, prepares the document for mailing.				
	1st Floor, Consular Section, Embassy of the Philippines	Returns with the additional requirement	Repeat steps 6-10 except payment if the applicant has paid	Same as in steps 6-10	Same as in steps 5-10	Not applicable	Complete set of requirements as indicated above.





## CONSULAR SERVICES

### G. Dual citizenship oath-taking

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/ Form
1	1st Floor, Consular Section, Embassy of the Philippines	Client mails the dual citizenship application form and payment	<p>Processor evaluates the application</p> <p>If the papers are in order, prints the Identification Certificate, Order of Approval and Oath of Allegiance</p> <p>Submits the application, together with the printed Identification Certificate, Order of</p>	10 minutes	Dual citizenship processor	CAD 72.50	<p>A. Completed and signed <a href="#">application form</a>.</p> <p>B. Original Philippine Birth Certificate issued by the National Statistics Office (NSO)/Philippine Statistics Authority (PSA), plus two (2) photocopies.</p> <p>a. Those with no PSA/NSO birth certificates can secure a copy by applying online at <a href="https://www.psaserbilis.com.ph/">https://www.psaserbilis.com.ph/</a>.</p> <p>b. In case the PSA does not have a copy of the applicant's birth certificate:</p>

			Approval and Oath of Allegiance for approval of the signing officer				<ul style="list-style-type: none"><li>c. If born before 1950, the applicant shall present a negative certificate of birth and an Affidavit of two Disinterested Persons.</li><li>d. If born after 1950, please contact the local civil registrar of the city/municipality where the applicant was born to file a delayed registration of birth.</li></ul> <p>C. <b>If available</b>, most recent Philippine passport, plus two (2) photocopies of its data page (page showing photo and personal details);</p> <p>D. Original of Certificate of Canadian Citizenship or Canadian Citizenship Card, plus two (2) photocopies;</p> <p>E. Canadian passport, plus two (2) photocopies of its data page;</p>
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							<p>F. Three (3) recent ID photos (colored with white background, sized 2" x 2"). <b>PLEASE DO NOT AFFIX THE PHOTOGRAPHS ON THE APPLICATION FORM.</b></p> <p>G. For married female applicants: Original PSA or foreign Marriage Certificate, plus <b>two (2) photocopies</b>;</p> <p>H. If applicable, Original PSA or foreign Death Certificate of spouse, plus two (2) photocopies;</p> <p>I. If applicable, Original Divorce Decree or Court Order on the Annulment of Marriage, plus two (2) photocopies.</p> <p>J. Bank draft or postal money order in the amount of CAD 72.50 payable to the <b>Embassy of the Republic of the Philippines</b></p>
2	1st Floor, Consular Section, Embassy		Signing officer approves the	5 minutes	Signing officer	Not Applicable	Same as above; and printout of A. Identification Certificate

	of the Philippines		application; or requires additional documentation and returns the documents to Processor				B. Order of Approval C. Oath of Allegiance
3	1st Floor, Consular Section, Embassy of the Philippines		If approved, Processor schedules the oath-taking and sends an email to the client  If additional documents are required, Processor emails the client and requires the document	5 minutes	Dual Citizenship Processor	Not Applicable	
4	Mindanao Hall, 3rd floor	Submit originals of duly-accomplished application form and supporting documents	Interviews the applicant; checks applicant's original application form for accuracy and reviews supporting documents	10 minutes	Dual Citizenship Processor	Not applicable	Documents required:  a. NSO or PSA Birth Certificate b. Old Philippine passport (photocopy of data page) c. Marriage certificate (if applicable) d. Canadian Certificate of Canadian Citizenship Card e. Canadian Passport

							<p>(photocopy of data page)</p> <p>f. Three (3) recent 2"x 2" colored photographs</p> <p>For minor dependents:</p> <p>a. Original birth certificate of the child indicating parents' names</p> <p>b. Two (2) recent 2"x 2" colored photographs</p> <p>c. Canadian Certificate of Canadian Citizenship Card</p> <p>d. Canadian Passport (photocopy of data page)</p> <p>Additional requirements may be required if there is reasonable ground to believe that applicant is not a former natural-born Filipino</p>
5	Mindanao Hall,3rd floor	Signs the Identification Certificate, affixes thumbprint and photo	<p>If the papers are in order, Processor ushers the applicant to oath-taking</p> <p>Signing officer conducts a short briefing, administers the oath and signs the</p>	15 minutes	<p>Dual Citizenship Processor</p> <p>Signing Officer</p>	Not Applicable	<p>Oath of Allegiance</p> <p>Identification Certificate</p> <p>Order of Approval</p>

			Identification Certificate, Order of Approval and Oath of Allegiance  Processor releases the documents				
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## CONSULAR SERVICES

### H. Report of Birth

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/Form
<b>By mail</b>							
1	Not applicable	Client mails the documents	Not applicable	Not applicable	Not applicable	Not applicable	<ol style="list-style-type: none"><li>a. Duly-accomplished form</li><li>b. Original and three (3) photocopies Birth Certificate</li><li>c. Four (4) copies each of:<ol style="list-style-type: none"><li>1. Marriage contract of parents (if married)</li><li>2. Affidavit of Admission of Paternity/ Private Handwritten Instrument/ Affidavit to use the Surname of</li></ol></li></ol>

							<p>the Father (if parents are not married)</p> <ol style="list-style-type: none"> <li>3. Birth certificate of parent(s)</li> <li>4. Philippine passport data page</li> <li>5. Certificate of naturalization</li> <li>6. Four(4) copies of Affidavit of Delayed Registration if registration took place 1 year after birth</li> </ol> <p>Payment in bank draft or postal money order</p>
2	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	<p>Upon receipt, Processor evaluates the application</p> <p>If a document is lacking, emails the applicant to advise.</p>	5 minutes	Civil Registry Processor	Not applicable	Report of Birth in four sets
3	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	If the papers are in order, forwards the payment to the Window 5.	2 minutes	<p>Civil Registry Processor</p> <p>Collecting Officer</p>	<p>CAD 36.25</p> <p>CAD 36.25 (if an additional affidavit is</p>	Official Receipt



						required) CAD 14.50 (if expedited)	
4	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	Submits the ROB for signature of the signing officer	1 minute	Civil Registry Processor	Not applicable	Report of Birth in four sets
5	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	Signing officer evaluates and signs the ROB; or requires additional documents	5 minutes	Signing Officer	Not applicable	Report of Birth in four sets
6	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	If the ROB is signed by the signing officer, the Processor logs the ROB in the Civil Registry Log Book; and prepares a memorandum for the DFA Office of Consular Affairs to transmit the ROB to the DFA. The DFA submits the ROB to the Philippine Statistics Authority  Prepares the documents for mailing and adds a written instruction in the packet for the applicant to 1) email the Embassy for	5 minutes  Note: It will take 2 weeks to one month for the papers to arrive at the DFA.  It will take 3-6 months for a PSA-copy	Civil Registry Processor	Not applicable	Report of Birth in three sets for transmission to the DFA  Client's set of Report of Birth and requirements, together with the originals

			<p>the Dispatch No. of the Report to enable the applicant to follow up with the DFA; and</p> <p>2) check with the Philippine Statistics Authority in three to six months for a PSA-copy of the ROB.</p>	of the ROB to become available			
			If additional documents are required, the Processor emails the client for additional documents	2 minutes			
	1st Floor, Consular Section, Embassy of the Philippine	Client submits additional documents	Processor repeats steps 2-4, except payment if the applicant has paid	Same as steps 2-4	Same as persons in charges in steps 2-4	Not applicable	Complete set of requirements as indicated above
<b>In-person appointment</b>							
1	Online at appointment.ottawape.org	Secures an appointment for Civil Registry	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
2	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable
3	Online at	Saves the	Not applicable	Not	Not applicable	Not	Not applicable

	client's email inbox	Reference Code		applicable		applicable	
4	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a Queuing number	30 seconds	Not applicable	Not applicable	Not applicable
5	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the queuing number and waits for the number to be called	Queues the ticket number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 1 or the window that called the applicant's ticket number- to submit documents	<p>Checks application form for accuracy and review documentary requirements</p> <p>If the papers are in order, forwards the document to Window 5 and clicks done on the queuing system.</p> <p>If a document is lacking, advises the applicant to comply</p> <p>Clicks done on the queuing system.</p>	5 minutes	Civil Registry Processor	Not applicable	<p>A. Duly-accomplished form</p> <p>B. Original and three (3) photocopies Birth Certificate</p> <p>C. Four (4) copies each of:</p> <ol style="list-style-type: none"> <li>1. Marriage contract of parents (if married)</li> <li>2. Affidavit of Admission of Paternity/ Private Handwritten Instrument/ Affidavit to use the Surname of the Father (if parents are not</li> </ol>

							<ul style="list-style-type: none"> <li>3. Birth certificate of parent(s)</li> <li>4. Philippine passport data page</li> <li>5. Certificate of naturalization</li> <li>6. Four(4) copies of Affidavit of Delayed Registration if registration took place 1 year after birth</li> </ul>
7	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for services.	<p>If the documents are received from the Processor, queues the ticket number of the applicant, receives payment and releases the official receipt to the applicant.</p> <p>If standard release, Advises the applicant that the signed ROB will be received in the mail; or can be picked up in person in 3-5 working days.</p> <p>If expedited, advises the applicant to return between 3:00 p.m. and 5:00 p.m. to claim the personal copy of the ROB.</p>	2 minutes	Collecting Officer	<p>CAD 36.25</p> <p>CAD 36.25 (if additional affidavit is required)</p> <p>CAD 14.50 (if expedite)</p>	Official receipt

			Clicks done on the queuing system.				
8	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Prepares document and submits for signature.	7 minutes	Civil Registry Processor	Not applicable	Report of Birth in sets of one original and four photocopies
9	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Signing officer signs the Report of Birth or requires additional document/s	3 minutes	Signing Officer	Not applicable	Report of Birth in sets of one original and four photocopies
10	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	If signed by the signing officer, records the entry in the Civil Registry Log Book.  (Backend: Prepares a memorandum for the DFA Office of Consular Affairs to transmit the ROB to the DFA. The DFA submits the ROB to the Philippine Statistics Authority)	1 minute	Civil Registry Processor	Not applicable	Report of Birth in sets of one original and four photocopies
11	1st Floor, Consular Section,	Applicant returns between 3:00	Releases the client's copy of the ROB and the original requirements, and	2 minutes	Civil Registry Processor	Not applicable	Applicant's Personal Copy of the Report of Birth, together with the original requirements

	Embassy of the Philippines	<p>p.m. and 5:00 p.m. or in 3 to 5 days</p> <p>Presents a valid ID and the official receipt to claim the document.</p> <p>If by mail, the applicant will receive the documents in accordance with the Canada Post mailing time.</p>	<p>advises the applicant to:</p> <ol style="list-style-type: none"> <li>1. send an email to the Embassy for the Dispatch number of transmission to enable the applicant to follow up with the DFA;</li> <li>2. check with the Philippine Statistics Authority in three to six months for a PSA-copy of the ROB.</li> </ol>				
	1st Floor, Consular Section, Embassy of the Philippine	Client submits additional documents	Repeats steps 1-10 except 7, except payment if the applicant has paid	Same as steps 1-10	Same as persons in charges in steps 1-10	Not applicable	Complete set of requirements as indicated above



## CONSULAR SERVICES

### I. Report of Marriage

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/Form
<b>By mail</b>							
1	Not applicable	Client mails the documents	Not applicable	Not applicable	Not applicable	Not applicable	<p>All civil registration forms have to be type-written except for the signature.</p> <ol style="list-style-type: none"><li>1. Completed <a href="#">Report of Marriage form</a> in four (4) originals, TYPE-WRITTEN ONLY. The form must be notarized by a notary public in the area where the document is completed and signed, if submitted by mail;</li><li>2. Completed <a href="#">Affidavit of Delayed Registration of Marriage</a> (if the</li></ol>

							<p>registration is submitted one year or more from the date of marriage) in <b>one original and three (3) photocopies</b>. The affidavit must be notarized by a notary public in the area where the document is completed and signed, if submitted by mail;</p> <ol style="list-style-type: none"><li>3. Original marriage certificate issued by the official vital records office/government registrar, plus four (4) photocopies;</li><li>4. Original birth certificates issued by the Philippine Statistics Authority (for Filipinos/former Filipinos) or the official vital records office/government registrar (for non-Filipinos) of the contracting parties, plus four (4) photocopies each;</li><li>5. Four (4) photocopies each of the bio-page of the passports of the contracting parties.</li><li>6. Four (4) Photocopies of Immigration status</li></ol>
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						<p>record of both parents (Canadian Citizenship Certificate/Card, PR Card, Work/Student Permit, or Visitor's Visa)</p> <p><b>CONDITIONAL REQUIREMENTS</b></p> <p>If one or both of the contracting parties has/have been previously married, the following documents will also be required:</p> <p>A. Where <b>one or both</b> of the contracting parties had a previous marriage <b>annulled</b>:</p> <ul style="list-style-type: none"><li>• If the contracting party who had a previous marriage annulled is the foreign spouse, original Court Order declaring the marriage annulled, plus four (4) photocopies.</li><li>• If the contracting party who had a previous marriage annulled is the Filipino spouse, original NSO/PSA Marriage Certificate with Annotation stating that the marriage has been</li></ul>
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							<p>declared null and void, plus four (4) photocopies.</p> <p>B. Where <b><u>one or both</u></b> of the contracting parties is/are <b>widowed</b>:</p> <ul style="list-style-type: none"><li>• If the widowed contracting party is the foreign spouse, original death certificate of the deceased spouse, plus four (4) photocopies.</li><li>• If the widowed contracting party is the Filipino spouse, original NSO/PSA Death Certificate of deceased spouse, plus four (4) photocopies.</li></ul> <p>C. Where one or both of the contracting parties is divorced:</p> <ul style="list-style-type: none"><li>• If the divorced contracting party is the Filipino spouse, original Final Decree of Foreign Divorce and original Judicial Recognition of Foreign Divorce from the Philippines, plus four (4) photocopies.</li><li>• If the divorced contracting party is the foreign spouse, original</li></ul>
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							Final Decree of Divorce, plus four (4) photocopies.
2	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	Upon receipt, the Processor evaluates the application.  Note: All civil registration forms have to be type-written except for the signature	5 minutes	Civil Registry Processor	Not applicable	Report of Marriage in sets of one original and four photocopies
3	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	If the papers are in order, forwards the payment to the Window 5.  If a requirement is lacking, emails the applicant to comply	2 minutes	Civil Registry Processor  Collecting Officer	CAD 36.25  CAD 36.25 (if an affidavit is required)  CAD 14.50 (if expedited)	Official Receipt
4	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	Submits the ROM for signature of the signing officer	1 minute	Civil Registry Processor	Not applicable	Report of Marriage in sets of one original and four photocopies
5	1st Floor, Consular Section,	Not applicable	Signing officer evaluates and signs the ROM; or	5 minutes	Signing Officer	Not applicable	Report of Marriage in sets of one original and four photocopies

	Embassy of the Philippine		requires additional documents				
6	1st Floor, Consular Section, Embassy of the Philippine Ground Floor Lobby, Consular Section	Not applicable	<p>If the ROM is signed by the signing officer, the Processor logs the ROM in the Civil Registry Log Book.</p> <p>(Backend: Prepares a memorandum for the DFA Office of Consular Affairs to transmit the ROM to the DFA. The DFA submits the ROM to the Philippine Statistics Authority)</p>	<p>5 minutes</p> <p>Note: It will take 2 weeks to one month for the papers to arrive at the DFA.</p> <p>It will take 3-6 months for a PSA-copy of the ROM to become available</p>	Civil Registry Processor	Not applicable	<p>Report of Marriage in sets of one original and four photocopies</p> <p>Official Receipt</p>
			<p>Prepares the documents for mailing and adds a written instruction in the packet for the applicant to</p> <p>3) email the Embassy for the Dispatch No. of the Report to enable the applicant to follow up with the</p>				<p>Client's set of Report of Marriage and requirements, together with the originals in a mailing envelope</p>

			4) DFA; and check with the Philippine Statistics Authority in three to six months for a PSA-copy of the ROM.				
			If additional documents are required, the Processor emails the client for additional documents	2 minutes			
7	1st Floor, Consular Section, Embassy of the Philippine	Client submits additional documents	Processor repeats steps 2-4, except payment if the applicant has paid	Same as steps 2-4	Same as persons in charges in steps 2-4	Not applicable	Complete requirements as listed above
<b>In person appointment</b>							
1	Online at appointment .ottawape.org	Secures an appointment for Civil Registry	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
2	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable

3	Online at client's email inbox	Saves the Reference Code	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
4	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a Queuing number	30 seconds	Not applicable	Not applicable	Not applicable
5	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the queuing number and waits for the number to be called	Queues the number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 1 or any window that called the applicant's ticket number- to submit documents	Checks application form for accuracy and reviews the documentary requirements  Note: All civil registration forms have to be type-written except for the signature.	5 minutes	Civil Registry Processor	Not applicable	<ol style="list-style-type: none"> <li>1. Completed <a href="#">Report of Marriage form</a> in four (4) originals, TYPE-WRITTEN ONLY. The form must be notarized by a notary public in the area where the document is completed and signed, if submitted by mail;</li> <li>2. Completed <a href="#">Affidavit of Delayed Registration of Marriage</a> (if the registration is submitted</li> </ol>

							<p>one year or more from the date of marriage) in <b>one original and three (3) photocopies</b>. The affidavit must be notarized by a notary public in the area where the document is completed and signed, if submitted by mail;</p> <ol style="list-style-type: none"><li>3. Original marriage certificate issued by the official vital records office/government registrar, plus four (4) photocopies;</li><li>4. Original birth certificates issued by the Philippine Statistics Authority (for Filipinos/former Filipinos) or the official vital records office/government registrar (for non-Filipinos) of the contracting parties, plus four (4) photocopies each;</li><li>5. Four (4) photocopies each of the bio-page of the passports of the contracting parties.</li><li>6. Four (4) Photocopies of Immigration status record of both parents (Canadian Citizenship</li></ol>
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						<p>Certificate/Card, PR Card, Work/Student Permit, or Visitor's Visa)</p> <p><b>CONDITIONAL REQUIREMENTS</b></p> <p>If one or both of the contracting parties has/have been previously married, the following documents will also be required:</p> <p>D. Where <b><u>one or both</u></b> of the contracting parties had a previous marriage <b>annulled</b>:</p> <ul style="list-style-type: none"> <li>• If the contracting party who had a previous marriage annulled is the foreign spouse, original Court Order declaring the marriage annulled, plus four (4) photocopies.</li> <li>• If the contracting party who had a previous marriage annulled is the Filipino spouse, original NSO/PSA Marriage Certificate with Annotation stating that the marriage has been declared null and void, plus four (4)</li> </ul>
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							<p>photocopies.</p> <p>E. Where <b><u>one or both</u></b> of the contracting parties is/are <b>widowed</b>:</p> <ul style="list-style-type: none"><li>• If the widowed contracting party is the foreign spouse, original death certificate of the deceased spouse, plus four (4) photocopies.</li><li>• If the widowed contracting party is the Filipino spouse, original NSO/PSA Death Certificate of deceased spouse, plus four (4) photocopies.</li></ul> <p>F. Where one or both of the contracting parties is divorced:</p> <ul style="list-style-type: none"><li>• If the divorced contracting party is the Filipino spouse, original Final Decree of Foreign Divorce and original Judicial Recognition of Foreign Divorce from the Philippines, plus four (4) photocopies.</li><li>• If the divorced contracting party is the foreign spouse, original Final Decree of Divorce,</li></ul>
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							plus four (4) photocopies.
7	1st Floor, Consular Section, Embassy of the Philippines		<p>If the papers are in order, forwards the documents to the Window 5 for queuing; clicks done on the queuing system</p> <p>If a requirement is lacking, asks the applicant to comply.</p> <p>Clicks done on the queuing system.</p>	2 minutes	Civil Registry Processor	Not applicable	Report of Marriage in sets of original and four photocopies
8	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for services.	<p>If the papers are received from the Processor, Window 5 queues the number; receives payment and issues the official receipt to the applicant.</p> <p>If standard release, Advises the applicant that the signed ROM will be received in the mail; or can be picked up in person in 3-5 working days.</p>	2 minutes	Collecting Officer	<p>CAD 36.25</p> <p>CAD 36.25 (if affidavits are required)</p> <p>CAD 14.50 (if expedited)</p>	Official receipt

			<p>If expedited, advises the applicant to return between 3:00 p.m. and 5:00 p.m. to claim the personal copy of the ROM.</p> <p>Clicks done on the queuing system.</p>				
9	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Prepares document and submits for signature.	7 minutes	Civil Registry Processor	Not applicable	Report of Marriage in sets of original and four photocopies
10	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Signing officer signs the Report of Marriage or requires additional document/s	3 minutes	Signing Officer	Not applicable	Report of Marriage in sets of original and four photocopies
11	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	<p>Records the entry in the Civil Registry Log Book</p> <p>(Backend: Prepares a memorandum for the DFA Office of Consular Affairs to</p>	1 minute	Civil Registry Processor	Not applicable	Report of Marriage in sets of one original and four photocopies

			transmit the ROM to the DFA. The DFA submits the ROM to the Philippine Statistics Authority)				
12	1st Floor, Consular Section, Embassy of the Philippines	<p>Applicant returns between 3:00 p.m. and 5:00 p.m. or in 3-5 days.</p> <p>Presents a valid ID and official receipt to claim the document</p> <p>If by mail, the applicant will receive the documents in accordance with the Canada Post mailing time.</p>	<p>Releases the client's copy of the ROM with the original requirements, and advises the applicant to:</p> <ol style="list-style-type: none"> <li>1) send an email to the Embassy for the Dispatch number of transmission to enable the applicant to follow up with the DFA;</li> <li>2) check with the Philippine Statistics Authority in three to six months for a PSA-copy of the ROM.</li> </ol>	2 minutes	Civil Registry Processor	Not applicable	Applicant's Personal Copy of the Report of Marriage, together with the original requirements
	1st Floor, Consular Section, Embassy of	Applicant returns with additional requirement/s	Repeat steps 6-12 except payment if the applicant has paid	Same as in steps 6-12	Same as in steps 6-12	Same as in steps 6-12, except if the applicant	Complete set of requirements as indicated above.

	the Philippines					has paid	
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## CONSULAR SERVICES

### J. Report of Death (Filipinos or Dual Citizens only)

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/Form
<b>By mail</b>							
1	Not applicable	Client mails the documents	Not applicable	Not applicable	Not applicable	Not applicable	1. Duly-accomplished <a href="#">Report of Death form</a> in four (4) originals, TYPE-WRITTEN ONLY. The form must be notarized by a notary public in the area where the document is completed and signed, if submitted by mail;

							<ol style="list-style-type: none"> <li>2. One (1) Original and four (4) photocopies of the Certificate of Death issued by the Vital Statistics Office;</li> <li>3. One (1) original and four (4) photocopies of the identification page of the decedent's Philippine passport;</li> <li>4. One (1) original and four (4) photocopies of the decedent's Canadian immigration status document (PR card, work permit, visit visa, proof of dual citizenship).</li> </ol>
2	1st Floor, Consular Section, Embassy of the	Not applicable	Upon receipt, the Processor evaluates the application.	5 minutes	Civil Registry Processor	Not applicable	Report of Death set on one original and four photocopies

	Philippine		<p>Note: All civil registration forms have to be type-written except for the signature</p> <p>If the papers are in order, forwards the payment to the Window 5.</p> <p>If a requirement is lacking, emails the applicant to advise.</p>				
3	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	Collecting Officer receives payment, issues official receipt	2 minutes	Collecting Officer	<p>CAD 36.25</p> <p>CAD 36.25 (if an affidavit is required)</p> <p>CAD 14.50 (if expedite)</p>	Official Receipt
4	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	Submits the ROD for signature of the signing officer	1 minute	Civil Registry Processor	Not applicable	Report of Death in sets of original and four photocopies



5	1st Floor, Consular Section, Embassy of the Philippine	Not applicable	Signing officer evaluates and signs the ROD; or requires additional documents	5 minutes	Signing Officer	Not applicable	Report of Death in sets of original and four photocopies
6	1st Floor, Consular Section, Embassy of the Philippine Ground Floor Lobby, Consular Section		If the ROD is signed by the signing officer, the Processor logs the ROD in the Civil Registry Log Book; and prepares a memorandum for the DFA Office of Consular Affairs to transmit the ROD to the DFA. The DFA submits the ROD to the Philippine Statistics Authority	5 minutes  Note: It will take 2 weeks to one month for the papers to arrive at the DFA.  It will take 3-6 months for a PSA-copy of the ROD to become available	Civil Registry Processor	Not applicable	Report of Death in three sets for transmission to the DFA  Official Receipt
			Prepares the documents for mailing and adds a written instruction in the packet for the applicant to	Client's set of Report of Death and requirements, together with the originals in a mailing envelope			

			<ol style="list-style-type: none"> <li>1) email the Embassy for the Dispatch No. of the Report to enable the applicant to follow up with the DFA; and</li> <li>2) check with the Philippine Statistics Authority in three to six months for a PSA-copy of the ROD.</li> </ol>				
			If additional documents are required, the Processor emails the client for additional documents	2 minutes			
	1st Floor, Consular Section, Embassy of the Philippine	Client submits additional documents	Processor repeats steps 2-4	Same as steps 2-4	Same as persons in charges in steps 2-4	Not applicable	Complete requirements as listed above
<b>In person appointments</b>							

1	Online at appointment.ottawa.pe.org	Secures an appointment for Civil Registry	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
2	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable
3	Online at client's email inbox	Saves the Reference Code	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
4	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a ticket number	30 seconds	Not applicable	Not applicable	Not applicable
5	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the ticket number and waits for the number to be called	Queues the number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the	As called in the queuing system, proceeds to the Window 1 or any window that called the	Checks application form for accuracy and reviews the documentary	5 minutes	Civil Registry Processor	Not applicable	1. Duly-accomplished <b>Report of Death form</b> in four (4) originals, TYPE-WRITTEN

	Philippines	applicant's ticket number- to submit documents	<p>requirements</p> <p>Note:All civil registration forms have to be type-written except for the signature</p>				<p>ONLY. The form must be notarized by a notary public in the area where the document is completed and signed, if submitted by mail;</p> <ol style="list-style-type: none"> <li>2. One (1) Original and four (4) photocopies of the Certificate of Death issued by the Vital Statistics Office;</li> <li>3. One (1) original and four (4) photocopies of the identification page of the decedent's Philippine passport;</li> <li>4. One (1) original and four (4) photocopies of the decedent's Canadian immigration status document (PR card, work</li> </ol>
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							permit, visit visa, proof of dual citizenship).
7	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	<p>If the papers are in order, forwards the documents to the Window 5 for queuing; clicks done on the queuing system</p> <p>If a requirement is lacking, asks the applicant to comply</p>	2 minutes	Civil Registry Processor	Not applicable	Report of Death sets in one original and four copies
8	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for services.	<p>If the papers are received from the Processor, Window 5 queues the number; receives payment and issues the official receipt to the applicant.</p> <p>If standard release, advises the applicant that the signed ROD will be received in the mail; or can be</p>	2 minutes	Collecting Officer	<p>CAD 36.25 for ROD;</p> <p>Additional CAD 36.25 for each required Affidavits</p> <p>CAD 14.50 (if expedite)</p>	Official receipt

			<p>picked up in person in 3-5 working days.</p> <p>If expedited, advises the applicant to return between 3:00 p.m. and 5:00 p.m. to claim the personal copy of the ROD.</p> <p>If the papers are in order, forwards the payment to the Window 5.</p> <p>If a requirement is lacking, emails the applicant to advise.</p> <p>Clicks done on the queuing system.</p>				
9	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Prepares document and submits for signature.	7 minutes	Civil Registry Processor	Not applicable	Report of Death sets in one original and 4 photocopies
10	1st Floor,	Not applicable	Signing officer	3 minutes	Signing	Not	Report of Death sets in

	Consular Section, Embassy of the Philippines		signs the Report of Death or requires additional document/s		Officer	applicable	one original and 4 photocopies
11	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Records the entry in the Civil Registry Log Book.  (Backend: Prepares a memorandum for the DFA Office of Consular Affairs to transmit the ROD to the DFA. The DFA submits the ROD to the Philippine Statistics Authority)	1 minute	Civil Registry Processor	Not applicable	Not applicable
12	1st Floor, Consular Section, Embassy of the Philippines	Applicant returns between 3:00 p.m. and 5:00 p.m. or in 3-5 days  Presents a valid ID and official receipt to claim the document  If by mail, the applicant	Releases the client's copy of the ROD with the original requirements, and advises the applicant to: 1) send an email to the Embassy for	2 minutes	Civil Registry Processor	Not applicable	Applicant's Personal Copy of the Report of Death, together with the original set of requirements

		will receive the documents in accordance with the Canada Post mailing time.	the Dispatch number of transmission to enable the applicant to follow up with the DFA; 2) check with the Philippine Statistics Authority in three to six months for a PSA-copy of the ROD.				
	1st Floor, Consular Section, Embassy of the Philippines	Applicant returns with the additional requirement	Repeats steps 6-12 except payment if the applicant has paid	Same as in steps 6-12	Same as in steps 6-12	Same fee as indicated above, except when the applicant has paid	Complete set of requirements as indicated above





REPUBLIC OF THE PHILIPPINES

EMBASSY OF THE PHILIPPINES  
OTTAWA, CANADA

## CONSULAR SERVICES

### K. NBI Clearance

Step	Location	Client	Service Provider	Duration	Person(s) in-charge	Fee	Documents/Form
1	Not applicable	Obtain NBI Form 5 from the Embassy.  Or  Client sends an email to <a href="mailto:ottawa.consular@dfa.gov.ph">ottawa.consular@dfa.gov.ph</a> To request for NBI form 5.  Client provides the mailing address in the	Provides or mails NBI form 5 with instructions	Not applicable	NBI processor	Not applicable  Note: NBI Form 5 is free	<ol style="list-style-type: none"><li>1. NBI Form 5</li><li>2. Two colored ID photos with white background (sized 2x2" and taken not more than 3 months before the date of application)</li><li>3. Original and photocopy of valid passport and government-issued ID</li></ol>

		email					
2	Online at appointment .ottawape.org	Secures an appointment for Legalization/Civil Registry/NBI	Sends a confirmatory email	2 minutes	Not Applicable	Not Applicable	Not applicable
3	Online at client's email inbox	On the confirmatory email, clicks "Confirm Appointment"	Sends a reference code	2 minutes	System-generated	Not applicable	Not applicable
5	Online at client's email inbox	Saves the Reference Code	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
6	1st Floor, Consular Section, Embassy of the Philippines	Types the reference Code or the First Name and Last Name on the tablet for Queuing System	Generates a Queuing number	30 seconds	Not applicable	Not applicable	Not applicable
7	1st Floor, Consular Section, Embassy of the Philippines	Client takes note of the queuing number and waits for the number to be called	Queues the number from Window 1 or whichever window is available	1 - 10 minutes (depending on the number of applicants on queue)	NBI Processor	Not applicable	Not applicable
8	1st Floor,	Proceeds to	Checks application form	5 minutes	NBI	Not	1. NBI Form 5

	Consular Section, Embassy of the Philippines	Window 1 or any window that called the applicant's ticket number- to submit documents	for accuracy and the documentary requirements are reviewed  Assists the applicant in taking the applicant's fingerprint impressions.		Processor	applicable	<ol style="list-style-type: none"> <li>2. Two colored ID photos with white background (sized 2x2" and taken not more than 3 months before the date of application)</li> <li>3. Original and photocopy of valid passport and government-issued ID</li> </ol>
9	1st Floor, Consular Section, Embassy of the Philippines	As called in the queuing system, proceeds to Window 5 to pay for services.	<p>If the papers are received from the Processor, Window 5 queues the number; receives payment and issues the official receipt to the applicant.</p> <p>If standard release, advises the applicant that the signed NBI will be received in the mail; or can be picked up in person in 3-5 working days.</p> <p>If expedited, advises the applicant to return between 3:00 p.m. and 5:00 p.m. to claim the document</p>	2 minutes	Collecting Officer	CAD 36.25  CAD 14.50 (if expedite)	Official receipt
10	1st Floor,	Not applicable	Prepares document,	7 minutes	NBI	Not	NBI with fingerprint

	Consular Section, Embassy of the Philippines		affix initials on NBI Form 5 and submits for signature.		Processor	applicable	impressions, ID and official receipt
11	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Signing officer signs the NBI	3 minutes	Signing Officer	Not applicable	NBI with fingerprint impressions, ID and official receipt
12	1st Floor, Consular Section, Embassy of the Philippines	Not applicable	Records the entry in the NBI Log Book.  Prepares the documents for pick up or mailing.	5 minutes	NBI Processor	Not applicable	Not applicable
13	1st Floor, Consular Section, Embassy of the Philippines	If expedited: Applicant returns between 3:00 p.m. and 5:00 p.m. or in 3-5 days  Presents a valid ID and official receipt to claim the document.  If by mail, applicant will	Releases the NBI Form 5 with signature	2 minutes	NBI Processor	Not applicable	NBI Form 5

		<p>receive the documents in accordance with the Canada Post mailing time.</p> <p>Note: After receiving the notarized NBI Form No. 5, the applicant must send it to the Philippines, through an authorized representative, for processing.</p>					
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