

CHECKLIST OF REQUIREMENTS FOR FILING A REPORT OF BIRTH OF A FILIPINO NATIONAL

(Please include this checklist sheet when submitting your application and mark the documents you have submitted. Please make sure you provide your contact details to avoid delays)

The Philippine Embassy in Lisbon register births, marriages celebrated in, and death of Filipino citizens in Portugal including other countries under the Embassy's jurisdiction (REPUBLIC OF ANGOLA, REPUBLIC OF CABO VERDE, REPUBLIC OF GUINEA-BISSAU, DEMOCRATIC REPUBLIC OF SAO TOME & PRINCIPE, and consular jurisdiction over GIBRALTAR).

APPLICANT'S NAME _____

Present Address _____

Contact Number _____

The Philippine Embassy will not proceed with the processing of an application unless all requirements are complied with. All documents must be in English, or International versions of Portuguese civil registry documents with built-in English translation are preferred. Original documents from the Philippines should be issued by the Philippine Statistics Authority (PSA). The Consular Officer may require additional proof or documents from the applicant depending on circumstances of the application. For any inquiries or clarification, please send an email to lisbon.pe@gmail.com

If application is filed via mail/post ONE SET OF THE REPORT OF BIRTH APPLICATION FORM SHOULD BE DULY NOTARIZED BY A LOCAL NOTARY.

Please write legibly. Computerized or type-written forms are preferred. Please carefully review the entries on your form – details and signatures must match as seen on the passport; **“middle name”** refers to the maiden surname of the applicant's mother and is only written on the form if reflected as such in the applicant's passport.

BASIC REQUIREMENTS

<input type="checkbox"/> REPORT OF BIRTH FORM <i>(If filed by mail, the Report of Birth original should be notarized by Local Notary)</i>	4 Originally-signed forms
<input type="checkbox"/> FOREIGN BIRTH CERTIFICATE <i>(with corresponding international english translation if not in english)</i>	1 Original and 4 photocopies
<input type="checkbox"/> ORIGINAL PASSPORT OF THE FILIPINO PARENT <i>(Please submit photocopies of passport page containing the bio-data and signature)</i>	4 Photocopies of the Datapage
<input type="checkbox"/> MARRIAGE CONTRACT OF PARENTS <i>(parents are married and child uses father's surname)</i> <ul style="list-style-type: none"> - If married in the Philippines, the original PSA-issued Marriage must be presented. - If married in Portugal or elsewhere, PSA-issued Report of Marriage or the Report of Marriage issued by the Philippine Embassy. - If None, a report of marriage must be filed at the Embassy/Consulate that has jurisdiction over the place of marriage. - If parents are now naturalized Portuguese citizens, please provide Certidao de nascimento with translation if not in English. 	1 Original and 4 Photocopies
<input type="checkbox"/> AFFIDAVIT OF DELAYED REGISTRATION <i>(An affidavit must be filed if the birth was not registered within one year from the date of birth. If filed by mail, the affidavit must be notarized by Local Notary)</i>	4 Originally-signed affidavit
<input type="checkbox"/> PSA-ISSUED NEGATIVE CERTIFICATION OF BIRTH (CRS Form No. 1) - <i>For applicants who's age is five(5) years old and above.</i>	1 Original and 4 photocopies

ADDITIONAL REQUIREMENTS FOR ILLEGITIMATE CHILDREN

<input type="checkbox"/> AFFIDAVIT OF ACKNOWLEDGEMENT OF PATERNITY <i>(to be executed by the father of the child) If filed by mail, the affidavit must be notarized by Local Notary)</i>	1 Original and 4 photocopies
<input type="checkbox"/> AFFIDAVIT TO USE THE SURNAME OF THE FATHER <i>(will be executed based on the following conditions during the time of the application of the Report of Birth) If filed by mail, the affidavit must be notarized by Local Notary),</i> <ul style="list-style-type: none"> - For applicants 0 - 6 years of age - to be executed by the mother/guardian - For applicants 7 - 17 years of age - to be executed by the child plus Sworn Attestation of mother /guardian. - For applicants 18 years of age and above - the applicant will execute an affidavit 	1 Original and 4 photocopies
<input type="checkbox"/> CERTIFICATE OF REGISTRATION - <i>to be executed by the father</i>	
<input type="checkbox"/> JOINT AFFIDAVIT OF LEGITIMATION - <i>(applicable only if parents were subsequently married after the child's birth) If filed by mail, the affidavit must be notarized by Local Notary)</i>	1 Original and 4 photocopies

TYPE OF DOCUMENT AND FEES

- Report of Marriage - Euro 27.50
- Affidavit of Delayed Registration - Euro 27.50
- Joint Affidavit - Euro 27.50
- Affidavit of Acknowledgement of Paternity (AAP) - Euro 27.50
- Affidavit to use the surname of the Father (AUSF) - Euro 27.50
- Sworn Attestation - Euro 27.50
- Certification to be issued by the Embassy (if AAP and AUSF will filed) - Euro 27.50

FOR MARRIAGES CONDUCTED OUTSIDE OUR JURISDICTION BUT PREFERRED TO FILE THE APPLICATION AT THE EMBASSY

Applicant must comply with the requirements of the approving Philippine Foreign Service Post (FSP). The Philippine Embassy in Lisbon will only review and verify your documents and if found compliant, we will forward the said application to appropriate FSP for their approval. Please be advised that the turnaround time for this process would take approximately 3-5 months depending on the volume of the documents being processed by the said FSP. Please note that these documents are sent via Lisbon -Manila-FSP then, once approved, the documents go through FSP-Manila-Lisbon as we do not have the facility to send civil registry documents directly to other FSP. Another option is to file it directly with the approving FSP for a faster turn-around time.