

# Report of Birth

## General Information

In order to register the birth abroad of a Filipino to the Philippine Statistics Authority (PSA) in the Philippines, the birth should be reported to the Philippine Embassy/Consulate General having jurisdiction over where the vital event took place. Births that occurred in the following places can be reported at the Philippine Consulate General in San Francisco:

**Alaska, Idaho, Oregon, Washington State, Northern Nevada** (*covering the counties of Carson, Churchill, Douglas, Elko, Esmeralda, Eureka, Humboldt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine*), **Colorado, Montana, Utah, Wyoming**, and **Northern California** (*covering the counties of Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Inyo, Kings, Lake, Lassen, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Yolo, and Yuba*).

If the birth to be reported did not occur within these areas, please check our [Consulate Finder](#) to find the right Embassy or Consulate location for you. Note that sending your document to the right Embassy or Consulate will make the process much faster. Civil Registry does not require personal appearance in most cases, and may be sent via registered mail (see how below).

## Procedure and Requirements:

### Reporting Births of Children of Filipino Citizens in the United States

Present original documents or certified true copies of the Child's US Birth Certificate, Marriage Certificate of the Parents, Birth Certificate of the Mother, etc. to the Consular Officer/Staff. The original documents will be returned after processing the report of birth. Kindly collate the following documents and arrange into sets of five (5) according to the order of documents below:

1. One (1) **Cover letter** indicating your request to report a birth with contact information (ex. mobile/telephone number, email address, and permanent address).
2. **Five (5) original duly-accomplished [Report of Birth \(ROB\) forms](#)**. The following entries must be made:
  - a. Entries must be **typewritten or printed legibly in black ink**.
  - b. The name of the child should follow the **Philippine Naming Convention**.
  - c. Entries should be made in the **exact format** indicated in the ROB form (ex. Date: 28 March 2020, Place: San Francisco, California, USA).
  - d. The mother should use her **maiden name** (birth name/ name before marriage) in filling out the ROB form.

- e. Entries must be **at the time of birth** of the child/subject.
- f. For the signature of the informant:
  - *If the birth is **reported in person** by one of the parents, the attending physician, or the person whose birth is being reported if over 18 years of age – all five (5) duly-accomplished forms will be sworn to and signed by the informant before a Consular Officer/Staff; or*
  - *If submitting the ROB **by mail** – item 20 in all five (5) duly-accomplished ROB forms must be notarized by a Notary Public. Item 21 and item 22 should be left blank.*
3. **One (1) original and four (4) photocopies** of [Affidavit of Delayed Registration of Birth](#), **duly notarized**, only when reporting the birth, a year or more after its occurrence. Otherwise, there is no need to submit said Affidavit.
  - a. Attach a photocopy of the valid ID of the child/subject if it is already available.
4. **Five (5) photocopies of the child's U.S. Certificate of Live Birth.**
5. **Five (5) photocopies of the Marriage Certificate** (PSA authenticated marriage certificate or foreign marriage contract) of the parents.
  - a. *If the parents are not married at the time of the child's birth – see additional requirements below.*
  - b. *If the parents were married in the Philippines or had their foreign marriage reported to a Philippine Embassy/Consulate over a year from reporting child's birth – the Report of Marriage/ Marriage Certificate must be issued by the Philippine Statistics Authority (PSA) formerly NSO.*
6. **Five (5) photocopies of the valid passport of both parents**, together with any of the following:
  - a. *For the Filipino parent (proof of Philippine Citizenship at the time of birth of the child) – submit photocopies of Philippine Passport, Resident Alien Card/ Permanent Resident Card and/or Philippine Dual Citizenship (Identification Certificate, Oath of Allegiance, and Order of Approval), copy of visa (if tourist, leisure or business purpose), job contract or working permit (if working abroad at the time of child's birth).*
  - b. *For parents who reacquired their Philippine Citizenship after the child's birth (Dual Citizen/s) – five (5) photocopies of **Identification Certificate, Order of Approval, or Petition for Reacquisition of Philippine Citizenship**, indicating the name of the child as a minor derivative of the parent's re-acquisition of Philippine citizenship.*
  - c. *If the Filipino Parent/s was a former Filipino citizen and have acquired foreign citizenship (i.e. American, etc.) after the child's birth – five (5) photocopies of **U.S. Certificate of Naturalization**.*
7. Identification Document of the subject (person to be registered). Ex: US passport, Driver's License, School ID, etc.

## **R.A. 9255 (An Act Allowing Illegitimate Children to Use the Surname of Their Father, Amending for the Purpose Article 176 of Executive Order No. 209, Otherwise Known as the "Family Code of the Philippines")**

R.A. 9225 shall apply to all illegitimate children born on or after 19 March 2004. Illegitimate children born on 03 August 1988 to 18 March 2004 may still be acknowledged by the father through an Affidavit of Admission of Paternity (AAP) or Private Handwritten Instrument (PHI) but cannot use the surname of the father under Republic Act No. 9255. However, a petition in court may be filed in order that the child can use the surname of the father.

### **If parents are not married at the time of birth of the child and the child will use/ is using the surname of the father**

1. Please submit the following documents (*The affidavit/s and/or attestation have to be notarized and registered at the Philippine Consulate General. **Personal appearance of the father and mother are required***):
  - a. **Affidavit of Admission of Paternity (AAP)/ Personal Handwritten Instrument (PHI)** – executed by the father, if he is willing to acknowledge paternity;
  - b. **Affidavit to Use the Surname of the Father (AUSF)** – to be executed by:
    - *If the child is below seven (7) years old* – executed by mother
    - *If the child is between seven (7) to 17 years old* – executed by the child with **Sworn Attestation (SA)** executed by the mother
    - *If the child/applicant is already 18 years old and above* – executed by the child/applicant. The Sworn Attestation is no longer needed.

### **If parents are not married at the time of birth of the child and the child will use/ is using the surname of the mother**

1. Five (5) photocopies of the **Birth Certificate of the Mother**.
2. One (1) original and four (4) photocopies of **Affidavit of Illegitimacy**, duly notarized by a Notary Public.

### **If parents were married after the child's birth**

1. One (1) original and four (4) copies of **Joint Affidavit of Legitimation**, duly notarized by a Notary Public.

## **Processing Fees:**

All Fees are non-refundable. Fees should be made payable to the "**Philippine Consulate General**" in Money Order, Bank Draft, Certified Check or Cashier's Check. **Personal checks and credit/debit cards are not accepted.**

Report of Birth Processing Fee	<b>\$25.00</b>
Registration/Notarization of AAP/PHI	<b>\$25.00</b>
Registration/Notarization of AUSF	<b>\$25.00</b>
Certificate of Registration of Legal Instrument (for those who will execute AAP and/or AUSF)	<b>\$25.00</b>

**All documents will be sent by mail only. Please prepare and provide the following:**

1. One (1) **Cover letter** indicating your request to report a birth with contact information (ex. mobile/telephone number, email address, and permanent address) through which the Consulate can reach you.
2. Submit all the requirements mentioned above. **Item 20** in all five (5) duly-accomplished ROB forms must be notarized by a Notary Public. **Item 21** and **item 22** should be left blank.
3. Provide a (1) **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or (2) **Self-Addressed Prepaid Mailing Envelope** from courier of choice labeled with the recipient's address. Please be reminded of the following:
  - a. Please do not put the name of the Philippine Consulate as the sender should the Shipping Label is to Bill the Sender.
  - b. Please do not send white letter envelopes, as your return documents will not fit.
4. Processing Fee/s made payable to "**Philippine Consulate General**" in money order, bank draft, certified check, or cashier's check,. **Please do not enclose cash. Personal Checks are not accepted.**

For those who opted to send their applications by mail, please mail your documents to the following address upon completion of the above-mentioned requirements:

Philippine Consulate General  
Attn: Civil Registry Section  
447 Sutter Street, 6<sup>th</sup> Floor  
San Francisco, California 94108, USA

**Note:** The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted, and may track their envelopes at the website of their chosen courier.

**When will I get my Birth Certificate?**

It will take around six (6) months to one (1) year from the date of filing a Report of Birth before the Philippine Statistics Authority (PSA) can generate an official birth certificate on security paper with a barcode. Afterwards, you may request online for a hard copy of the official birth certificate at <https://www.psaserbilis.com.ph/>. The certificate can be delivered to your US address.

**Incomplete applications will be returned to the sender.**

The Civil Registry Officer may require additional documents upon assessment of the application depending on the circumstances of the applicant's birth, marriage, or death. Factors such as citizenship, previous civil status, and other details may affect the status of your application. In this regard, it is important that you submit your contact details along with your application documents (mobile phone and email address) so that the Consulate can reach you immediately.

**For Inquiries:** Please send an email to [civilreg@philippinessanfrancisco.org](mailto:civilreg@philippinessanfrancisco.org)