

HOW TO APPLY FOR DUAL CITIZENSHIP

1. COMPLETE YOUR DOCUMENTS AT HOME

- Get a [list of requirements](http://www.philippinessanfrancisco.org) from www.philippinessanfrancisco.org. Download and print the list.
- **Complete** the requirements (originals) in the checklist. Incomplete documents cannot be processed.
- Make **photocopies** of all originals.
- Print the [application form](#) from the website and fill it up.

2. VISIT THE CONSULATE

- At the lobby, **get a D-ticket** (one ticket per customer).
- Head to the **2nd floor**.
- Wait for your number on the screen.
- Proceed to **room 203**. Present your D-ticket and your documents (original and photocopies).
- Your documents will be checked. If **incomplete**, you will be asked to return with the missing documents.
- Proceed to the **6th floor**.
- Head to the **Cashier** (Aisle 1) to pay the fee (\$50 per adult; \$25 per minor).
- Bring the receipt to the 2nd floor and give it to the Dual Officer.
- The Dual Officer will take your **fingerprints**.
- Proceed to the **Voter Registration Desk** to register for the 2019 Philippine Elections. Submit your duly-filled Voter Registration form.

- You may stay in the waiting area or go out and return at 11:00am or 4:00pm for the oath-taking ceremony and the release of your documents at 5th floor.

3. RELEASE OF DOCUMENTS