

# Report of Birth

Before you begin, check if the birth you will report occurred in the following areas under the Consulate's jurisdiction listed below:

**Alaska;**

**Colorado;**

**Idaho;**

**Utah;**

**Montana;**

**Northern California** covering the counties of San Francisco, Monterey, Kings, Tulare, Inyo, San Benito, Fresno, Santa Cruz, Santa Clara, Stanislaus, Merced, Madera, and Mariposa, Mono, Alameda, San Joaquin, Calaveras, Tuolumne, Contra Costa, Marin, Siskiyou, El Dorado, Alpine, Amador, Butte, Colusa, Del Norte, Glenn, Humbolt, Lake, Lassen, Mendocino, Modoc, Napa, Nevada, Placer, Plumas, Sacramento, San Mateo, Shasta, Sierra, Solano, Sonoma, Sutter, Tehama, Trinity, Tulare, Yolo and Yuba;

**Northern Nevada** covering the counties of Churchill, Douglas, Elko, Esmeralda, Eureka, Humbolt, Lander, Lyon, Mineral, Pershing, Storey, Washoe, and White Pine;

**Oregon;**

**Washington; and Wyoming.**

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).

## Reporting Births of Children of Filipino Citizens

### Requirements Checklist

- Cover letter** indicating your request to report a marriage, your mobile number, and email address
- Five (5) original duly accomplished [Report of Birth Forms](#) executed and signed (original signatures) by one of the parents or the attending physician. When birth is reported in person, it will be sworn to before a consular officer. If sent through mail, the portion for witnesses must be duly-filled out and the form must be notarized.
- One (1) original or certified true copy and five (5) photocopies of child's **US Certificate of Birth** (original will be returned).
- One (1) original or certified true copy and five (5) photocopies of **Marriage Certificate** of the parents (original will be returned).
- One (1) original or certified true copy and five (5) copies of **proof of Philippine citizenship** of either parent at time of birth of the child such as Philippine passport

(original will be returned), and photocopies of alien registration card, for green card holders.

- ❑ **If only one parent is a Filipino at the time of child's birth**, the non-Filipino parent must submit five (5) photocopies of a government-issued identification card or passport.
- ❑ **For parents who are dual citizens**, five (5) photocopies of Order of Approval or Petition for Reacquisition of Philippine Citizenship, indicating the name of the child as a minor-beneficiary of the parent's re-acquisition of Philippine citizenship.
- ❑ If applicable, five (5) photocopies of **U.S. Naturalization Certificate** of parent(s).
- ❑ [Affidavit of Delayed Registration of Birth](#), duly notarized, when reporting the birth a year or more after its occurrence.
- ❑ **If parents are not married and the father's surname is being used by the child**, please submit the following documents, [Affidavit of Admission of the Paternity \(AAP\) / Personal Handwritten Instrument \(PHI\)](#) (executed by the father), [Affidavit to Use Father's Surname \(AUSF\)](#) (executed by the mother / child aged 7 to 17 with attestation / registrant aged 18 and above), and [Sworn Attestation \(SA\)](#) (executed by the mother if the child is 7 to 17 years old). 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.
- ❑ **If parents are not married and the mother's surname will be used by the child**, submit one (1) original and four (4) copies of [Affidavit of Illegitimacy](#), duly notarized.
- ❑ **If parents were married after the child's birth**, submit one (1) original and four (4) copies of [Notarized Affidavit of Legitimation](#), duly notarized.
- ❑ **FEES:**
  1. ROB processing fee \$25.00
  2. Registration/notarization of AAP/PHI/AUSF/SA \$25.00 each
  3. Certification for AAP/AUSF/SA \$25.00Fees are non-refundable and payable in cash, money order, bank draft, certified check or cashier's check, payable to "Philippine Consulate General." Personal checks and credit cards are not accepted.
- ❑ Self-addressed USPS Priority/Express mail envelope, with appropriate stamps and tracking numbers, or pre-paid mail envelope from private courier if Report of Birth is to be mailed back.

*The Consular Officer reserves the right to require additional proof or documents from an applicant to determine his/her citizenship, identity or eligibility for registration of birth under Philippine laws.*

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

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

### **How long will it take to process the Report?**

If you come in person to the Consulate, please allocate 3-4 hours depending on (1) whether your documents are complete, and (2) the number of clients. If sending the Report via postal mail, please allocate up to three days processing time plus mailing time for complete applications. **Incomplete applications will be returned to the sender.**

#### **CIVIL REGISTRY BY MAIL**

- You may send your documents with a self-addressed envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, using a pre-paid mailing envelope. The Consulate recommends **USPS Priority Express envelopes (document/large size)**. Please do not send white letter envelopes, as your return documents will not fit.
- Enclose the \$25 processing fee, in money order or cashier's check. **Please do not send cash.**

**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 USPS website: <https://tools.usps.com>

Please take note that 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. Please submit your contact details along with your application documents (mobile phone and email address) so that the Consulate can reach you immediately. Please email [civilreg@philippinessanfrancisco.org](mailto:civilreg@philippinessanfrancisco.org) for queries regarding your application.