

Before you go...

Try to avoid peak hours.

There are over 1 million Filipinos in the Consulate's jurisdiction, so don't be surprised if there are many clients like you who come for a consular service. Our busiest times are Mondays, Fridays, and days before and after a non-working holiday. Our peak hours are between **10am** and **3pm**. To avoid the crowd, we recommend coming on a Tuesday or Wednesday at 9am or after 3pm. We have a first come, first served policy. [Consular outreaches](#) are by appointment only; [check this link](#) to find out how to make an appointment.

Check if you need to come to the Consulate personally.

There are many services that can be accomplished without traveling all the way to the Consulate. You can avail of services such as [notarials](#), [travel documents](#), [visa applications](#), and civil registry (report of [birth](#), [marriage](#), or [death](#)) through USPS mail. [Passport](#) and [Dual citizenship](#) applications, however, require personal appearance.

Fill out and complete all forms before you arrive.

Save time and download the necessary forms you need prior to your visit. Please make sure that all applications are filled out and completed with the required original signatures. You can access all consular forms by visiting our website, www.philippinessanfrancisco.org. You are encouraged to fill up our PDF forms using free software such as [Adobe Acrobat Reader](#).

Bring all required documents.

Each service has its own set of requirements. This could mean bringing original, certified true copies, and/or photocopies of each document. Make your photocopies at home, in your offices, or in outside shops to avoid have to line up at private coin-operated photocopying machines. Please visit our website, www.philippinessanfrancisco.org, to check exactly what you need to bring for each service. If you still cannot find the information you need in the website, send us an email at info@philippinessanfrancisco.org. Due to the hundreds of emails we receive, please allow us up to 3 working days to answer your question.

Bring the right amount of money.

The consulate can only postal money order, cashier's check and cash. Personal checks, personal money orders, and credit cards cannot be accepted. Applications cannot be processed until the required fee is paid.

Thank you for your cooperation.