

Reporting Births of Children of Filipino Citizens

The Report of Birth is a declaration of the person furnishing information on the birth abroad of a Filipino child. It is important for Filipinos permanently residing abroad to promptly register with the Consulate the birth of a child in order for such a birth to be registered with the Office of the Civil Registrar General in Manila.

When a child is born abroad to parents who are both Filipino citizens or to one (1) parent who is a Filipino citizen, i.e. one who has not been naturalized as a citizen of a foreign country, the child's birth must be immediately reported to the Philippine Embassy or Consulate which exercises jurisdiction over the place of birth.

Ideally, the birth must be reported to the Consulate within twelve (12) months after its occurrence. When the parents neglect to report the birth within twelve (12), the birth may, nevertheless be recorded upon the determination of the consular officer of satisfactory evidence on the authenticity of the report. In these cases, the person who executed the report shall furnish the Consulate with an explanation surrounding the delay in reporting the birth.

Procedures and Requirements:

If parents of the child are married (requirements 1 to 6, 11 and 12)

1. Four (4) original duly accomplished Report of Birth form, typed or printed in black or blue ink should be executed by at least one (1) of the parents. The birth is reported in person, the Report of Birth will be sworn to before a consular officer. It is advised to contact first the Consulate to get more information on the processing.
2. One (1) original and four (4) photocopies of Foreign Birth Certificate **(Extract from Record of Birth for this has English translation)**.
3. One (1) original and four (4) photocopies of PSA issued Marriage Certificate of the parents, if married in the Philippines or PSA issued Report of Marriage, if reported already few years ago or Report of Marriage issued by the Consulate, if just recently reported or filed.
4. One (1) original and four (4) photocopies of proof of Philippine citizenship of either parent at time of birth of the child such as Philippine passport. If only one parent is a Filipino at the time of child's of birth, the non-Filipino parent must submit four (4) photocopies of a government-issued identification card or passport.
5. For parents who are dual citizens, four (4) photocopies of Order of Approval indicating the name of the child as a minor-beneficiary of the parent's reacquisition of Philippine citizenship.
6. Four (4) original duly accomplished Affidavit explaining the reasons for delayed registration, if Report of Birth is filed more than a year after the child is born.

If parents of the child are not married and the surname of the father is being used by the child (requirements 1 to 9, 11 and 12)

7. Four (4) original duly accomplished Notarized Affidavit of Admission of Paternity (AAP) executed by the father.
8. Four (4) original duly accomplished Affidavit to Use the Surname of the Father (AUSF) executed

by the mother.

9. Certification of Registration will be issued by the Consulate.

If child born before marriage of the parents (requirements 1 to 6, 10 to 12)

10. Four (4) original duly accomplished Joint Affidavit of Legitimation by Subsequent Marriage to be executed by the father and mother of the child.
11. Self-addressed return envelope, with appropriate stamps preferably registered, if Report of Birth is to be mailed after processing
12. Processing fee/s (non-refundable), payable in cash only.

• Report of Birth	CHF25.00
• Notarials:	
Affidavit of Delayed Registration of Birth	25.00
Affidavit of Admission of Paternity (AAP)	25.00
Affidavit to Use the Surname of the Father (AUSF)	25.00
Certificate of Registration	25.00
Joint Affidavit of Legitimation by Subsequent Marriage	25.00

Notes:

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.

Original documents submitted will be returned to the applicant together with one (1) original (**applicant copy**) of Report of Birth after processing. Applicant will be informed if the document is ready.