



**CONSULAR OUTREACH MISSION TO PHOENIX, ARIZONA
30 SEPTEMBER TO 1 OCTOBER 2023**

Los Angeles, 29 August 2023 – A team from the Philippine Consulate General in Los Angeles will conduct a Consular Outreach Program in Phoenix, AZ on **30 September – 1 October 2023**

Location : **Conference Center
St. Paul Roman Catholic Church
330 W. Coral Gables Dr.
Phoenix, AZ 85023**

Service Hours : 9:00 am – 12:00 noon; 1:00 pm – 5:00 pm

Outreach email : **OUTREACH.PHILCONGENLA@GMAIL.COM**

Use this email to set an appointment and submit requirements, please indicate your mobile/phone number in your email **and attach requirements in PDF (read pp. 2-4 of this Notice).**

This outreach mission is being undertaken in cooperation with the Philippine American Chamber of Commerce of Arizona.

The following consular services will be rendered:

1. Renewal and/or first-time applications for **Electronic Passport (ePassport)**, to be sent to the applicant **by mail six to eight weeks after 1 OCTOBER 2023** at the latest. **NO LOST PASSPORT APPLICATIONS WILL BE ACCEPTED.** Appointment required (see above email address);
2. Petitions for the **Retention or Re-acquisition of Philippine (i.e., Dual) Citizenship** pursuant to Republic Act 9225 or the *Dual Citizenship Law*. Oath-taking will be scheduled on the same day for qualified applicants. Petitioners are advised to wear appropriate clothing for the occasion. Appointment required (see above email address);
3. Applications for **Civil Registry Reporting (i.e., Report of Birth, Marriage or Death)**. Appointment required (see above email address);
4. Documents for **Consular Notarization** will be accepted but these will be processed in Los Angeles and returned to the applicant by mail. **You will need a Self-Addressed Stamped Envelope (SASE) for this transaction.** Appointment required (see above email address);
5. Walk-in consultation with the Assistance-to-Nationals (ATN) Desk on Sunday only, 1 October 2023, on a first-come, first served basis.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website (<https://www.philippineconsulatela.org/about-the-consulate/outreach>) on **25 SEPTEMBER 2023.**

Check the Consulate General website (www.philippineconsulatela.org) for the complete list of requirements specific to your needed service.

IMPORTANT NOTICE TO ALL APPLICANTS
PLEASE READ CAREFULLY

To ensure the safety and security of the transacting public, the Philippine Consulate General will require the following:

ONLY CLIENTS WITH APPOINTMENTS ARE ALLOWED INSIDE THE VENUE

- **Temperature check prior to entry**

- SERVICES ARE TO BE AVAILED STRICTLY **BY APPOINTMENT THROUGH THE EMAIL ADDRESS LISTED ABOVE** AND WITH EMAILED COMPLETE DOCUMENTS ONLY. NO WALK-IN APPLICANTS WILL BE ACCEPTED; (Follow the Appointment Scheduling Steps applicable to your needed service as specified below on pp. 3-4 of this Notice)
- PERSONAL APPEARANCE IS REQUIRED FOR ALL SERVICES. APPLICATIONS SUBMITTED BY MAIL/POSTAL SERVICE SHALL NOT BE CONSIDERED;
- APPLICATIONS SENT THROUGH THIRD PARTY FACILITATORS WILL NOT BE ACCEPTED;
- APPLICANTS MUST PERSONALLY APPEAR DURING THE APPOINTED TIME AND **BRING ALL DOCUMENTARY REQUIREMENTS (ORIGINALS AND PHOTOCOPIES);**
- FAILURE TO APPEAR DURING THE APPOINTED TIME OR TO BRING COMPLETE DOCUMENTS WILL RESULT IN CANCELLATION OF APPOINTMENT;
- THE CONSULATE GENERAL DOES NOT CHARGE FEES NOR DOES IT ACCEPT DONATIONS RELATED TO THE ENTRY OR USE OF THE VENUE;
- APPLICANTS MUST **BRING THEIR OWN PENS. A SELF-ADDRESSED STAMPED ENVELOPE (SASE)** IS REQUIRED FOR APPLICATIONS FOR PASSPORT RENEWAL AND CONSULAR NOTARIZATION.
- **APPLICANTS FOR CONSULAR NOTARIZATION** MUST BRING THE UNSIGNED INSTRUMENT OR DOCUMENT PLUS ONE EXTRA COPY FOR THE CONSULATE'S FILE. THE DOCUMENT MUST BE SIGNED IN FRONT OF THE PROCESSOR AT THE TIME OF THE APPOINTMENT. FEES ARE CHARGED DEPENDING ON THE NUMBER OF DOCUMENTS PRESENTED FOR NOTARIZATION.

Appointment Scheduling Steps for **ePASSPORT** Applicants during the Consular Outreach Mission to Phoenix, Arizona:

1. Visit the Philippine Consulate General website (www.philippineconsulatela.org) to download and accomplish the ePassport application form;
2. Send an advance copy of the completed ePassport application form and data page (bearing the name and photo) of the expired or expiring passport in PDF format. Thumbprints (if needed) and signature must be affixed and all pertinent data on the application form. For first-time ePassport applicants, please send copies of your supporting documents (i.e., NSO/PSA Birth Certificate and/or Marriage Contract, if applicable);
3. All application forms and supporting documents must be emailed in PDF format to the Consulate General (Attn: Arizona Outreach) to this email address: **outreach.philcongenla@gmail.com**

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED;

4. In your email, please indicate your complete contact details, including email address and telephone number since the processor may need to contact you regarding the submission of additional documents, if necessary; and
5. On the day of their appointment, applicants must bring their accomplished application form, as well as the ORIGINALS and photocopies of the supporting documents.

All applications must be received no later than 18 September 2023 or until we receive 252 applications, whichever comes first. Please note that application slots are easily filled up after a couple of days so please ensure that your submission is complete.

Please note that personal appearance is required in all cases, regardless of age (including applicants who are 65 years old and above and minors who are below 18 years old). Do not bring passport pictures. Photos and biometrics of the applicant will be taken onsite. The applicant must wear office-appropriate attire (no sleeveless attire) and will have photo taken without eyeglasses / contact lenses. No facial piercings allowed during photo capture.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website on **25 September 2023**.

Appointment Scheduling Steps for **DUAL CITIZENSHIP** Petitions during the Consular Outreach Mission to PHOENIX, ARIZONA

1. Visit the Philippine Consulate General website (www.philippineconsulatela.org) to download and accomplish the Dual Citizenship Application form;
2. Complete the Dual Citizenship Application form and prepare supporting documents;
3. All application forms and supporting documents must be emailed in PDF format (Attn: Arizona Outreach) to this email address: **outreach.philcongenla@gmail.com**

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED;

4. In your email, please indicate your complete contact details, including email address and telephone number since the processor may need to contact you regarding the submission of additional documents, if necessary;
5. On the day of their appointment, applicants must bring their accomplished application form, the ORIGINALS and photocopies of the supporting documents, as well as three 2 x 2 ID photos per applicant, including minor derivatives. **A SELF-ADDRESSED, STAMPED ENVELOPE IS NOT REQUIRED;**
6. Please note that oath-taking will be scheduled on the same day for qualified applicants. Applicants should take their oath as Dual Citizens in OFFICE-APPROPRIATE ATTIRE. The Consulate General shall **REFUSE** oath-taking to applicants wearing inappropriate outfit such as: sleeveless shirts/blouses; Sandos (i.e., tank tops); Skimpy clothes; Shorts; Slippers.

All applications must be received no later than 18 September 2023 or until we receive 70 applications, whichever comes first. Please note that application slots are easily filled up after a couple of days, so please ensure that your submission is complete.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website on **25 September 2023**.

Appointment Scheduling Steps for

CIVIL REGISTRY REPORTING (Reports of Birth (ROB); Marriage (ROM) or Death (ROD))

1. Visit the Philippine Consulate General website (www.philippineconsulatela.org) and print the ROB, ROM or ROD form;
2. Complete the ROB, ROM or ROD form and prepare supporting documents;
3. All civil registry reporting forms and supporting documents (**one set only per report**) must be emailed in PDF format (Attn: Arizona Outreach) to this email address: **outreach.philcongenla@gmail.com**

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED

4. In your email, please indicate your complete contact details, including email address and telephone number since the processor may need to contact you regarding the submission of additional documents, if necessary; and
5. On the day of their appointment, applicants must bring four (4) sets of: original accomplished and signed civil registry reporting forms, as well as photocopied supporting documents, also four sets. ORIGINALS of the supporting documents must also be brought for verification of photocopies and will be returned to the applicant.

All applications must be received no later than 18 September 2023 or until we receive 56 applications, whichever comes first. Please note that application slots are easily filled up after a couple of days, so please ensure that your submission is complete.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website on **25 September 2023**.

ADDITIONAL INFORMATION FOR ALL APPLICANTS

The Philippine Consulate General will regularly update the outreach mission appointment schedule posted on the website upon receipt of completed applications.

The **FINAL LIST** of all applicants with confirmed appointment schedule will be posted on the Consulate General's website (<https://www.philippineconsulatela.org/about-the-consulate/outreach>) on **25 September 2023**.

All applicants are required to PERSONALLY APPEAR during their appointment time for data verification, finger printing and photo/signature capture and must bring all ORIGINAL DOCUMENTS WITH PHOTOCOPIES.

APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED.

All applicants are advised to transact their business directly with Consulate General officials.

PAYMENT OF CONSULAR FEES

Fees must be paid in person at the scheduled appointment. The Consulate General will only accept payments in cash, postal money order or cashier's check. Personal checks will NOT be accepted.

Payments should be paid directly to the collecting officer/cashier of the Consulate General during the outreach mission and inside the venue only. Please be informed that the Consulate General has not authorized other people or entities to collect fees for all consular services rendered. There is an additional overtime fee of US\$10.00 charged for every service, in compliance with Department regulations on additional fees for services rendered outside regular working days and hours:

- ePassport : \$70.00 per application
- Dual Citizenship: \$60.00 per petition
 - \$35.00 per minor child derivative
- Civil Registry: \$35.00 per application
- Consular Notarization: \$35.00 per application

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