



## CONSULAR OUTREACH MISSION IN HOUSTON, TEXAS 24-25 FEBRUARY 2018

25 January 2018, Los Angeles - A team from the Philippine Consulate General in Los Angeles will conduct a Consular Outreach Mission in Houston, Texas on 24-25 February 2018:

Location : **First Filipino Methodist Church  
Multi-Purpose Building  
8603 South Kirkwood Road, Houston, TX 77099**

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

The consular outreach mission is being undertaken in cooperation with the Philippine Honorary Consul in Texas Ms. Ethel Mercado and the President of the Philippine American Chamber of Commerce of Texas (PACC Texas), Atty. Gary Ilagan and Ricky Guinhawa Region Chair.

### **GENERAL INFORMATION FOR ALL APPLICANTS**

- **Your application will not be pre-processed if you submitted:**
  1. By mail or email before the posting of this notice on 25 January 2018;
  2. To the outreach email with incomplete requirements.  
Please check the Consulate's website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) for the complete list of requirements;
  3. Through third party facilitators. The Consulate General is not affiliated with any travel agency, law office or any other commercial establishments offering to facilitate online applications for a fee;
  4. After **09 February 2018** or until the maximum number of applicants is reached, whichever comes first; and
  5. An application for lost passport.
- The final list of applicants with the confirmed appointment schedule will be posted on the Consulate General's website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) on or before **19 February 2018**. **NO WALK-IN APPLICANTS WILL BE ACCEPTED.**
- **Confirmed applicants are required to:**
  1. Be in the venue at least 15 minutes before their appointment schedule;
  2. Bring their original documents and appropriate number of photocopies of the documents and when necessary, photos;
  3. Bring their own self-addressed US Postal Service Envelope with postage prepaid for passport, report of birth/marriage and notarization services; and
  4. Behave and dress appropriate for a quiet office setting. The outreach team reserves the right to refuse service to those who will do otherwise.
- **Confirmed applicants who (a) fail to appear to during the appointed time or (b) appeared at the venue with incomplete documents will have their schedules cancelled and that applicant may be disqualified for any of this Consulate's outreach missions for 2018.**
- **THE CONSULATE GENERAL DOES NOT CHARGE FEES NOR DOES IT ACCEPT DONATIONS RELATED TO THE ENTRY INTO OR USE OF THE VENUE.**

The following consular services will be rendered:

1. Renewal and/ or first-time applications for Electronic Passport (ePassport). New passports will be released to the applicant by mail twelve (12) weeks from 27 February 2018. **No lost passport applications will be accepted.**
2. Applications for the retention and re-acquisition of Philippine citizenship pursuant to Republic Act 9225 or Dual Citizenship Law. Oath taking will be scheduled on the same day for qualified applicants. Applicants are advised to wear appropriate clothing for the occasion.
3. Applications for Report of Marriage & Birth, Notarization will be accepted but these will be processed in Los Angeles and returned to the applicant by mail.
4. Registration for Overseas Voting (OV) for the 2019 National Elections for Senators and Party List Representatives.

#### Appointment Scheduling Steps for ePASSPORT Applicants

1. Visit the Consulate General's website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) and download and accomplish the ePassport application form;
2. Send an advance copy of the completed ePassport application form and the 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 must be completed. Note: Each type of Passport (ePassport – brown with the chip logo; green passport; brown passport without the chip logo, old brown passport issued before 1995) requires a specific set of documents for renewal. Kindly read them carefully at [www.philippineconsulatela.org](http://www.philippineconsulatela.org) and comply.

All applications must be emailed to the Consulate General (Attn: HOUSTON, TX Outreach) at this email address: [houston.outreach@philippineconsulatela.org](mailto:houston.outreach@philippineconsulatela.org)  
INCOMPLETE FORMS WILL NOT BE PROCESSED.

3. Please indicate your complete contact details including email address and telephone number since you may be advised regarding submission of additional documents, if needed.

**All applications must be received no later than 09 February 2018 or until the Consulate General receives 336 applications, whichever comes first.** Please note that appointment slots are easily filled up after a week or less after posting this Notice, so please ensure that you send complete requirements.

Please note that personal appearance on the appointment schedule during the outreach is required for all applications (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 decent attire (no sleeveless and/or collarless garments). During photo capture onsite, eyeglasses/colored contact lenses and facial piercings should be taken off.

**The Philippine Consulate General is currently implementing a new ePassport system. Applicants are to check and ensure that all their identification details are correct during the application and encoding process. Your signature on the screen indicates your confirmation that the data encoded are correct. If your passport is printed with errors, you will have to re-appear at the Consulate General in Los Angeles and shoulder the cost of re-application.**

#### Appointment Scheduling Steps for DUAL CITIZENSHIP Applicants

1. Visit the Consulate General website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) and print the Dual Citizenship Application form;
2. Complete the Dual Citizenship Application form and prepare supporting documents
3. Send an advance copy in PDF format only of the completed Dual Citizenship application form and supporting documents;
4. All applications must be emailed to the Consulate General (Attn: HOUSTON TX Outreach) at this email address: [houston.outreach@philippineconsulatela.org](mailto:houston.outreach@philippineconsulatela.org) INCOMPLETE FORMS WILL NOT BE PROCESSED

- Please indicate your complete contact details including email address and telephone number since you may be advised regarding submission of additional documents, if needed.

Please note that oath taking will be scheduled on the same day for qualified applicants. Applicants should take their oath as Dual Citizens in DECENT ATTIRE. The Consulate shall **REFUSE** oath taking to applicants wearing inappropriate outfit such as:

- Sleeveless shirts
- Skimpy clothes
- Shorts
- Sandos/tank tops
- Slippers

**All applications must be received no later than 09 February 2018 or until the Consulate General receives 100 applications, whichever comes first.** Please note that appointment slots are easily filled up after a week or less after posting this Notice, so please ensure that you send complete requirements.

#### **Appointment Scheduling Steps for Report of Marriage (ROM) & Birth (ROB)**

- Visit the Consulate General website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) and print the ROM or ROB form;
- Complete the ROM or ROB form and prepare supporting documents;
- Send an advance copy (one set only) of the completed form and supporting documents in PDF format only. Applicant must bring 4 sets of forms and supporting documents;
- All applications must be emailed to the Consulate General (Attn: HOUSTON TX Outreach) at this email address: [houston.outreach@philippineconsulatela.org](mailto:houston.outreach@philippineconsulatela.org)
- INCOMPLETE FORMS WILL NOT BE PROCESSED**
- Please indicate your complete contact details including email address and telephone number since you may be advised regarding submission of additional documents, if needed.

**All applications must be received no later than 09 February 2018 or until the Consulate General receives 100 applications, whichever comes first.** Please note that appointment slots are easily filled up after a week or less after posting this Notice, so please ensure that you send complete requirements.

#### **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 onsite during the outreach program 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.

| <b>CONSULAR SERVICE</b>  | <b>FEE</b>   |
|--------------------------|--|
| ePassport                | \$60 per passport  |
| Dual Citizenship         | \$50 per applicant   |
|                          | <i>Possible additional fees:</i><br>\$25 per derivative dual citizen<br>\$25 for Affidavit of Explanation                          |
| Report of Birth/Marriage | \$25 per reported birth/marriage   |
|                          | <i>Possible additional fees:</i><br>\$25 each for required affidavit or certification to be notarized or recorded by the Consulate |
| Notarization             | \$25 per document to be notarized  |