



CONSULAR OUTREACH MISSION IN ARIZONA 12-13 August 2017

12 July 2017, Los Angeles - A team from the Philippine Consulate General in Los Angeles will conduct a Consular Outreach Mission in Arizona on 12-13 August 2017:

- Location : **Nanay's Cuisine
2390 N. Alma School Road
Chandler, Arizona 85224**
- Service Hours : **9:00 am – 12:00 nn; 1:00 pm – 5:00 pm**
- Outreach email : **consular.outreach.az@gmail.com**
- Application period : **13 July 2017 – 06 August 2017**

The consular outreach mission is being undertaken in cooperation with the Philippine American Chamber of Commerce of Arizona through Mr. Leonardo O. Aromin, the Filipino American Support Team of Arizona and the Bisaya Social Club of Arizona.

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 15 August 2017. 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. Oathtaking 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 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. No need to secure an appointment.

The final list of applicants with confirmed appointment schedule will be posted at the Consulate's website (www.philippineconsulatela.org) on or after **09 August 2017**.

Please check the Consulate's website (www.philippineconsulatela.org) for the complete list of requirements. Applicants must email a complete set of requirements in PDF format in order to secure an appointment. Applications with incomplete requirements will not be given an appointment.

IMPORTANT!

Kindly read carefully before you proceed

1. Appearance at consular outreach missions are strictly by appointment only. No walk-in applicants are accommodated;
2. Failure to appear at the appointed time and to bring complete requirements will result in the cancellation of the appointment;
3. Applicants who are given a schedule and did not appear on the appointed date without prior notice will be disqualified for any consular outreach mission in 2017;
4. Please make sure to arrange your schedule to be able to appear at the appointed hour. As a matter of courtesy to other applicants, requests for rescheduling are discouraged;
5. Applications submitted by mail/fax will NOT be accepted;
6. Applications sent to other email accounts of the Philippine Consulate General will be NOT be accepted;
7. Applications received by email **before and on** the posting of this Notice on **12 July 2017**, and **after** the deadline on **06 August 2017** will NOT be accepted;
8. Applications through third party facilitators will NOT be accepted. The Consulate General is not affiliated with any travel agency, law office, notary public or any other commercial establishment that offer to facilitate online applications; and
9. The Consulate General does not charge fees or accepts donations related to the entry or use of the venue.

ePassport

Appointment Scheduling Steps

1. Visit the Consulate General's website (www.philippineconsulatela.org) and check the list of requirements for ePassport application. Before you proceed to the next step, please check if you have all the required documents. If any document is lacking, kindly obtain it first before attempting to secure an appointment.

Only for applicants with complete requirements:

2. Download and accomplish the ePassport application form. The application form must be signed;
3. Gather the requirements, together with the accomplished application form, and scan them in PDF format;
4. Send an advance copy of the completed ePassport application form and requirements to consular.outreach.az@gmail.com, Attention: Arizona Outreach. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

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. All types of passport renewal applications require a copy of the data page of the applicant's most recent passport. Make sure that they are sent together with the rest of the other requirements.

5. 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 in the email no later than 06 August 2017 or before the Consulate General receives 196 applications, whichever comes first. Please note that appointment slots are easily filled up after a week or less of posting of this Notice, so please ensure that you send complete requirements on time.

ON THE DAY OF THE APPOINTMENT

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, earrings, necklace and facial piercings should be taken off.

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.

Dual Citizenship

Appointment Scheduling Steps

1. Visit the Consulate General website (www.philippineconsulatela.org) and check the list of requirements for Dual Citizenship. Before you proceed to the next step, make sure that you have all the required documents. If any document is lacking, kindly obtain it first before attempting to secure an appointment;

Only for applicants with complete requirements:

2. Print and accomplish the Dual Citizenship Application form. Photos, thumbprints (if required in the form) and signature must be affixed.
3. Gather the supporting documents, together with the accomplished application form and scan them in PDF format.
4. Send an advance copy in PDF format only of the completed Dual Citizenship application form and supporting documents to consular.outreach.az@gmail.com, Attention: Arizona Outreach. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED;
5. 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 in the email no later than 06 August 2017 or before the Consulate General receives 100 applications, whichever comes first. Please note that appointment slots are easily filled up after a week or less of posting this Notice, so please ensure that you send complete requirements on time.

ON THE DAY OF THE APPOINTMENT

Please bring sufficient number of 2x2 colored ID photos with white background taken without eyeglasses or colored contact lenses and within six months from the date of application.

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; or
- Slippers.

Civil Registry

Appointment Scheduling Steps

1. Visit the Consulate General website (www.philippineconsulatela.org) and check the requirements for the Report of Marriage and Birth. Before you proceed to the next step, kindly check if you have all the required documents. If any document is lacking, please obtain it first before attempting to secure an appointment;

Only for applicants with complete requirements:

2. Print and accomplish the ROM or ROB form. Signatures must be affixed;
3. Gather the complete requirements and, together with the accomplished forms, scan them in PDF format;
4. Send an advance copy (one set only) of the completed form and supporting documents to consular.outreach.az@gmail.com, Attention: Arizona Outreach. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED;
5. 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 in the email not later than 06 August2017 or before the Consulate General receives 100 applications, whichever comes first. Please note that appointment slots are easily filled up after a week or less of posting this Notice, so please ensure that you send complete requirements on time.

ON THE DAY OF THE APPOINTMENT

1. Please bring 4 sets of the application form and supporting documents.
2. For the ROM, both spouses will have to appear. If one is unable to appear, please have the ROM form notarized.

OTHER TIPS ON THE DAY OF THE APPOINTMENT

1. Personal appearance is a must for all transactions.
 2. Please bring all original documents.
 3. Please bring sufficient Xerox copies of your documents.
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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.

- ePassport : \$60 processing fee + \$24 mailing fee
- Dual Citizenship : \$50 processing fee
- Civil Registry : \$25 processing fee + \$7 mailing fee

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