



## CONSULAR OUTREACH MISSION IN DALLAS, TX 14-15 October 2017

14 September 2017, Los Angeles - A team from the Philippine Consulate General in Los Angeles will conduct a Consular Outreach Mission in Dallas, TX on 14-15 October 2017:

Location	:	Dallas Event Center 4343 Sigma Rd. Suite # 600 Farmers Branch, Texas 75244
Service Hours	:	9:00 am – 12:00 nn; 1:00 pm – 6:00 pm
Outreach email	:	<b>consular.outreach.dtx@gmail.com</b> (All submissions/applications must be coursed through this email for this particular outreach only.)
Deadline of submission of requirements	:	04 October 2017
Date of Posting	:	09 October 2017 at <a href="http://www.philippineconsulatela.org">www.philippineconsulatela.org</a>

The consular outreach mission is being undertaken in cooperation with the Philippine Honorary Consul in Texas, Ms. Ethel Mercado, and the Philippine Chamber of Commerce Texas under the leadership of State President, Atty. Gary Ilagan and Regional Chair Myrna Carreon.

The following consular services will be rendered:

1. Renewal and/ or first-time applications for Electronic Passport (ePassport). New passports will be mailed to the applicant in twelve (12) weeks from 18 October 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. 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 Civil Registry (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.

Check the Consulate's website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) for the complete list of requirements.

## 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 strongly discouraged and may not be accommodated;
5. Applications submitted by mail/fax will NOT be accepted;
6. Applications sent to other email accounts of the Philippine Consulate General will not be accepted;
7. Applications received by email **before 14 September 2017** and **after** the deadline on **04 October 2017** will NOT be accepted;
8. The Consulate is not able to process for appointment applications with incomplete requirements and incorrect format. Please send your applications with complete requirements and in PDF format only.
9. 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
- 10. The Consulate General does not charge fees or accepts donations related to the entry or use of the venue.**
11. USPS mailing envelopes will no longer be available during Consular Outreaches.
- 12.** For your convenience, when coming to the Outreach, kindly bring with you a self-addressed stamped envelope, such as the USPS Priority Mail Express envelope with a tracking number. This will enable us to mail your passports or notarized civil registry documents once they become available.
- 13.** If approved for appointment, kindly bring with you your original documents and sufficient photocopies of them.
- 14.** Payment for all consular services are still made with cash, postal money order or cashier's check.

## Appointment Scheduling Steps for ePassport

1. Visit the Philippine Consulate General website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) to check the list of requirements, and download and accomplish the ePassport application form. Please proceed to steps 2-4 only when you have the complete requirements.
2. Email 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. Please send copies of your supporting documents as well if applying for the renewal of old brown, green and maroon passports. First-time applications and applications for minors and dual citizens also require a specific set of supporting documents. Kindly email them too.
3. All applications must be emailed to the Consulate (Attn: Passport) at this email address: [consular.outreach.dtx@gmail.com](mailto:consular.outreach.dtx@gmail.com). INCOMPLETE FORMS WILL NOT BE PROCESSED.
4. 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 04 October 2017 or until we receive 336 applications, whichever comes first. Since, the outreach team will be implementing a new system for ePassport, slots will be limited. Please note that appointment slots are easily filled up after five days or less so please ensure that your application is complete. Please do not make inquiries about submissions. Read the instructions and submit the required forms and supporting documents through the outreach email.

Please note that personal appearance is required in all cases (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) and without eyeglasses/colored contact lenses. No facial piercings allowed.

Please check and ensure that all your birth details are correct in the application and computer screen during the processing to avoid delays and mistakes. Your signature on the system indicates that you have reviewed and agreed to the data encoded in the ePassport system.

PLEASE BRING WITH YOU A SELF-ADDRESSED, SELF-STAMPED AND APPROPRIATELY-SIZED ENVELOPE.

## Appointment Scheduling Steps for DUAL CITIZENSHIP

1. Visit the Philippine Consulate General website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) for the list of requirements and print the Dual Citizenship Application form. Please proceed to steps 2-5 only if you have the complete requirements.
2. Complete the Dual Citizenship Application form and prepare supporting documents
3. Send an advance copy of the completed Dual Citizenship application form and supporting documents;
4. All applications must be emailed to the Consulate General (Attn: Dual Citizenship) at this email address: [consular.outreach.dtx@gmail.com](mailto:consular.outreach.dtx@gmail.com). INCOMPLETE FORMS 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.

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 General 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 04 October 2017 or until we receive 100 applications, whichever comes first. Please note that appointment slots are easily filled up after a week or less so please ensure that your application is complete.

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

1. For Civil Registry, visit the Philippine Consulate General website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) and print the ROM or ROB form;
2. Complete the ROM or ROB form and prepare supporting documents;
3. For Civil Registry, send an advance copy (one set only) of the completed form and supporting documents in PDF format only. During the appointment, the applicant must bring 4 sets of forms and supporting documents.
4. All applications/documents must be emailed to the Consulate General (Attn: Legal) at this email address: [consular.outreach.dtx@gmail.com](mailto:consular.outreach.dtx@gmail.com). **INCOMPLETE FORMS 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 no later than 04 October 2017 or until we receive 100 applications, whichever comes first. Please note that appointments are easily filled up after a week or less so please ensure that your application is complete.

**PLEASE BRING WITH YOU A SELF-ADDRESSED, SELF-STAMPED AND APPROPRIATELY-SIZED ENVELOPE.**

### **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.

- ePassport : \$60 processing fee
- Dual Citizenship : \$50 processing fee
- Civil Registry : \$25 processing fee

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