CONSULAR OUTREACH MISSION TO PHOENIX
21-22 May 2022

Los Angeles, 21 April 2022 – A team from the Philippine Consulate General in Los Angeles will conduct a Consular Outreach Program in Phoenix, Arizona on

Location : SONESTA SELECT PHOENIX CAMELBACK HOTEL
2101 E Camelback Rd, Phoenix, AZ 85016

Service Hours : 9:00 a.m. – 12:00 nn; 1:00 p.m. – 5:00 p.m.

Outreach email : lapcgoutreach.az@gmail.com
Use this email to set an appointment and submit requirements, please indicate your mobile/phone number in your email.

This consular outreach mission is being undertaken in cooperation with

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 ten (10) weeks from the date it was processed during the outreach. 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. No appointment needed for CONSULAR NOTARIZATION.

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 or before 18 May 2022.

Check the Consulate’s 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:

<table>
<thead>
<tr>
<th>CLIENTS WITH APPOINTMENT ONLY ARE ALLOWED INSIDE THE VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>● MUST wear masks at all times unless required to take off during photo capture for passport services</td>
</tr>
<tr>
<td>● Screening and contract tracing information collected prior to appointment</td>
</tr>
<tr>
<td>● Temperature check prior to entry</td>
</tr>
<tr>
<td>● Physical distancing practiced within the venue at all times</td>
</tr>
</tbody>
</table>

● STRICTLY BY APPOINTMENT ONLY (by following the applicable scheduling steps below) AND WITH COMPLETED 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)

● APPLICANTS THROUGH THIRD PARTY FACILITATORS WILL NOT BE ACCEPTED.

● APPLICANTS MUST PERSONALLY APPEAR DURING THE APPOINTED TIME 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 ACCEPTS DONATIONS RELATED TO THE ENTRY OR USE OF THE VENUE.

● APPLICANTS MUST BRING THEIR OWN PENS AND SELF-ADDRESSED AND SELF-STAMPED ENVELOPES.
(Except for Dual Citizenship applicants who do not need a SASE)
Appointment Scheduling Steps for **ePASSPORT** Applicants

1. Visit the Philippine Consulate 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 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. For first-time ePassport applicants, please send copies of your supporting documents (i.e. NSO/PSA birth certificate or marriage contract, if applicable).

3. All applications must be emailed to the Consulate (Attn: ARIZONA Outreach) at this email address: lapcgoutreach.az@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 12 May 2022 or until we receive 210 applications in total, whichever comes first.** Please note that applications are easily filled up after a week or less so please ensure that your application is complete.

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 attire) and without eyeglasses/colored contact lenses. No facial piercings allowed.

Appointment Scheduling Steps for **DUAL CITIZENSHIP** Applicants

1. Visit the Philippine Consulate 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 of the completed Dual Citizenship application form and supporting documents;

4. All applications must be emailed to the Consulate (Attn: ARIZONA Outreach) at this email address: lapcgoutreach.az@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 shall **REFUSE** oath-taking to applicants wearing inappropriate outfits, such as:
● Sleeveless shirts
● Skimpy clothes
● Shorts
● Sandos
● Slippers

All applications must be received no later than 12 May 2022 or until we receive 70 applications in total, whichever comes first. Please note that applications are easily filled up after a week or less so please ensure that your application is complete.

Appointment Scheduling Steps for
CIVIL REGISTRY REPORTING (Reports of Birth (ROB); Marriage (ROM) or Death (ROD))

1. Visit the Philippine Consulate website (www.philippineconsulatela.org) and print the ROM or ROB form;

2. Complete the ROM or ROB form and prepare supporting documents;

3. Send an advance copy (one set only) of the completed form and supporting documents in PDF format only by email to the Consulate General (Attn: ARIZONA Outreach) at this email address: lapcgoutreach.az@gmail.com. INCOMPLETE FORMS 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 four (4) sets of: original accomplished and signed civil registry reporting forms, as well as photocopied supporting documents, also four sets. ORIGINALES 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 12 May 2022 or until we receive 50 applications, whichever comes first. Please note that applications are easily filled up after a couple of days so please ensure that your application is complete.
ADDITIONAL INFORMATION FOR ALL APPLICANTS

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

The **FINAL LIST** of all applicants with confirmed appointment schedule will be posted at the Consulate’s website (https://www.philippineconsulatela.org/about-the-consulate/outreach) on or before 18 MAY 2022.

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.

All applicants are advised to transact their business directly with Consulate 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 during the outreach program and inside the venue only. Please be informed that the Consulate has not authorized other people or entities to collect fees for all consular services rendered. There is an additional expedited fee of US$10.00 charged for every service, in compliance with Department regulations for services rendered outside regular working days and hours:

- **ePassport**: $60.00 processing fee + $10 expedited fee per passport
- **Dual Citizenship**: $50.00 processing fee + $10 expedited fee per petition
  $25.00 per minor child derivative + $10 expedited fee per child
- **Civil Registry**: $25.00 processing fee + $10 expedited fee per report
- **Consular Notarization**: $25.00 processing fee + $10 expedited fee per document

- END -