



**CONSULAR OUTREACH MISSION TO PHOENIX, ARIZONA
02 to 03 March 2024**

Los Angeles, 18 January 2024 – A team from the Philippine Consulate General in Los Angeles will conduct a Consular Outreach Program in Phoenix, Arizona on 2 – 3 March 2024.

Location : **St. Joseph's Roman Catholic Church
11001 N 40th St.
Phoenix, AZ 85028**

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

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 **and attach requirements in PDF (read pp. 2-4 of this Notice)**.

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

The following consular services will be rendered:

1. Renewal and/or first-time applications for **Electronic Passport (ePassport)**. 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. Appointment required (see above email address). **You will need a Self-Addressed Stamped Envelope (SASE) for this service; and**
5. **PHL Social Security System (SSS) and Philippine National Bank (PNB) services. No appointment needed.**

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 **26 February 2024**.

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

- MOST SERVICES ARE TO BE AVAILABLE 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)
- APPLICANTS 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;
- APPLICANTS MUST **BRING THEIR OWN PENS AND SELF-ADDRESSED STAMPED ENVELOPES (SASE)**
(Except for Dual Citizenship and Civil Registry applicants, who do not need a SASE)

Appointment Scheduling Steps for ePASSPORT Applicants during the Consular Outreach Mission to 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: **lapcgoutreach.az@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 19 February 2024 or until we receive 210 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 **26 FEBRUARY 2024**.

Appointment Scheduling Steps for DUAL CITIZENSHIP Petitions during the Consular Outreach Mission to 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: **lapcgoutreach.az@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;
6. Those who are **only** applying for Dual Citizenship (and not any other service) do not need to bring a self-addressed stamped envelope; and
7. 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 outfits, such as:
sleeveless shirts/blouses; sando (i.e., tank tops); skimpy clothes; shorts; slippers.

All applications must be received no later than 19 February 2024 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 **26 FEBRUARY 2024**.

**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:
lapcgoutreach.az@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 19 February 2024 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 **26 FEBRUARY 2024**.

CONSULAR NOTARIZATION

(Acknowledgement of SPA/bank/insurance account opening documents/extrajudicial settlements, certified true copy of passport, affidavits, etc.)

NOTE: The document to be presented to the outreach team for notarization should not have been previously notarized by a licensed notary public in the US. If your document has already been acknowledged by a notary public, you must secure an Apostille from the Secretary of State prior to submitting the document to the end user in the Philippines.

On the day of the outreach, those who require consular notarization services should present themselves at the outreach venue and present the original unsigned document, plus a second copy for the Consulate's files, together with their valid IDs plus two photocopies per ID. A self-addressed, stamped envelope should also be submitted together with the document.

ADDITIONAL INFORMATION FOR ALL APPLICANTS

Appointment requests may be submitted through All requests for appointments should be emailed to lapcgoutreach.az@gmail.com together with copies of the required supporting documents of the requested service. The original documents should be presented during the appointment.

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 : \$60.00 processing fee + \$10 expedited fee per passport
- Dual Citizenship: \$50.00 processing fee for principal + \$10 expedited fee per petition
\$25.00 processing fee per minor 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

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