

When a child is born abroad to parents who are both Filipino citizens or to one (1) parent who is a Filipino citizen, i.e. one who has not been naturalized as a citizen of a foreign country, the child's birth must be immediately reported to the Philippine Statistics Authority (PSA) through the Philippine Embassy or Consulate, which exercises jurisdiction over the place of birth.

ONLY births that took place in the following states can be registered or reported at the Philippine Consulate General in New York: (1) Connecticut, (2) Delaware, (3) Maine, (4) Massachusetts, (5) New Hampshire, (6) New Jersey, (7) New York, (8) Pennsylvania, (9) Rhode Island, and (10) Vermont.

For births that happened in other U.S. states, please check the Consulate Finder at <http://philippineembassy-usa.org/philippines-dc/consulate-finder-dc/> to find out which Philippine Embassy or Consulate can assist you, what the hours of operation are and how to reach it.

What Are The Requirements?

1. **Report of Birth Form** (duly accomplished and to be signed by parent/s or the child if already 18 years old before a Consular Officer). If submitting by mail, the form should be notarized.

2. **Birth Certificate** issued by US Vital Records

3. Proof of Filipino Citizenship of Parent/s at the time of child's birth, such as:

- US Naturalization Certificate
- Permanent Resident Card, valid visa, work permit
- Dual Citizenship Papers (Identification Certificate and Approval Order)

4. Identification Certificate of Child, if Filipino citizenship has been acquired through RA9225

5. Notarized [Affidavit of Delayed of Registration](#) (if application is filed more than 1 year after birth of child)

6. Additional Requirements:

If Legitimate:

a. **PSA-authenticated Marriage Certificate of Parents** or **Report of Marriage**, if married abroad

b. **Valid passports or IDs of Parents** or 18 year old child who is filing the application.

If Legitimated:

a. **Joint affidavit of Legitimation** executed by both parents

If Illegitimate and Using Mother's Maiden Surname:

a. **Affidavit of Illegitimacy** (to be signed by mother before the Consular Officer and duly notarized by the Philippine Consulate)

If Illegitimate and Using Father's Surname:

a. **Affidavit of Acknowledgement of Paternity** to be executed in person by the Father before a Consular Officer. If sent by mail, it should be processed according to the procedure for authentication.

b. **Affidavit to Use Surname of the Father** to be executed by one of following before the Consular Officer:

- Executed by the Mother, if the child is below 7 years old
- Executed by the child and attested by the mother, if the child is between 7 and 17 years old
- Executed by the child, if the child is 18 years old and above

If sent by mail, it should be processed according to the procedure for authentication.

c. Certificate of Registration to be issued by the Philippine Consulate

7. Processing Fees: \$25.00 (ROB); \$25.00 per Affidavit; \$25.00 (Certificate of Registration).
Fee is payable in cash or money order made payable to the "Philippine Consulate General".
are not accepted. Personal checks and credit cards

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Please submit above documents in four (4)* sets, arranged in the following order/sequence:

- First Set – All	original/certified
- Second Set - Original ROB Application Form and copies of all other documents.	
- Third Set – same as second set.	
- Fourth Set - same as second set.	

*Fifth Set - same as second set.	(If applying for a Philippine passport)
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The Consular Officer may require additional proof or documents from applicant to determine the child's citizenship, identity, or eligibility for registration of birth under Philippine laws.

What Are The Methods of Filing?

By personal appearance

Application for Report of Birth may be filed in person at the Consulate by one of the parents or by the child himself if he/she is already 18 years old.

PLEASE BE ADVISED THAT IT IS NOT MANDATORY TO PRESENT THE MINOR CHILD WHO IS THE SUBJECT OF THE REPORT OF BIRTH, UNLESS THE CHILD WILL APPLY FOR A PHILIPPINE PASSPORT ON THE SAME DAY.

A duly authorized representative of the parents or the child of age may also file the application

at the Consulate. However, the application form must still be signed by one of the parents or by the child of age, and must be duly notarized.

By mail or courier service

1. The application forms must still be signed by the parents or by the child of age. Moreover, forms must be notarized.

2. Payment of fees should be in the form of money order or cashier's check made payable to the "Philippine Consulate General". Personal checks are not accepted.

3. A self-addressed pre-paid stamped envelope, preferably Priority Mail, with tracking number, must be included when sending the application by The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.

4. Include a covering letter (handwritten or typed), addressed to the Civil Registry Unit, indicating service/transaction requested and contact details, such as telephone/mobile number and email address.

Please mail your documents to:

**Civil Registration Services
Philippine Consulate General in New York 556 Fifth Avenue, New York, NY 10036**

What Is The Processing Time?

Monday to Friday (except Philippine and US holidays) from **9:00 am – 12:00 noon.**

For walk-in applicants: Applications processed between 9:00 am to 12:00 noon may be released on the same day between 3:00 pm to 5:00 pm.

Applications may be processed **after** 12noon, if the applicant falls under the following **exceptions**

:

1. Senior Citizen;

2. PWD;

3. Pregnant;

4. With minor children;

**5. Long journey taken; and
And other analogous cases**

For mailed applications: Processing normally takes three (3) working weeks from the date the complete accomplished packet is received by the Consulate. If you have not received your processed document/s a month from mailing your application to the Consulate, please call the Civil Registry Section at (212) 764 1330 ext. 3825 or email us at newyorkpcg.civilregistry@dfa.gov.ph with the following subject line:

Subject: (Insert Name of Applicant) - Report of Birth Sent on (Insert Date of Mailing of Application)

Downloadable Forms

- [Report of Birth Form](#)
- [Affidavit of Delayed Registration of Birth](#)
- [Affidavit of Illegitimacy](#)
- [Affidavit of Acknowledgement of Paternity](#)
- [Affidavit to Use Surname of the Father](#)

Report of Birth of a Filipino Citizen

When a child is born abroad to parents who are both Filipino citizens or to one (1) parent who is a Filipino citizen, i.e. one who has not been naturalized as a citizen of a foreign country, the child's birth must be immediately reported to the Philippine Statistics Authority (PSA) through the Philippine Embassy or Consulate, which exercises jurisdiction over the place of birth.

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For births that happened in other U.S. states, please check the Consulate Finder at <http://philippineembassy-usa.org/philippines-dc/consulate-finder-dc/> to find out which Philippine Embassy or Consulate can assist you, what the hours of operation are and how to reach it.

What Are The Requirements?

1. **Report of Birth Form** (duly accomplished and to be signed by parent/s or the child if already 18 years old before a Consular Officer). If submitting by mail, the form should be notarized.

2. **Birth Certificate** issued by US Vital Records

3. **Proof of Filipino Citizenship of Parent/s** at the time of child's birth, such as:

- US Naturalization Certificate
- Permanent Resident Card, valid visa, work permit
- Dual Citizenship Papers (Identification Certificate and Approval Order)

4. **Identification Certificate of Child**, if Filipino citizenship has been acquired through RA9225

5. **Notarized [Affidavit of Delayed of Registration](#)** (if application is filed more than 1 year after birth of child)

6. Additional Requirements:

If Legitimate:

a. **PSA-authenticated Marriage Certificate of Parents** or **Report of Marriage**, if married abroad

b. **Valid passports or IDs of Parents** or 18 year old child who is filing the application.

If Illegitimate and Using Mother's Maiden Surname:

a. **[Affidavit of Illegitimacy](#)** (to be signed by mother before the Consular Officer and duly notarized by the Philippine Consulate)

If Illegitimate and Using Father's Surname:

a. Affidavit of Acknowledgement of Paternity to be executed in person by the Father before a Consular Officer. If sent by mail, it should be processed according to the procedure for authentication.

b. Affidavit to Use Surname of the Father to be executed by one of following before the Consular Officer:

- Executed by the Mother, if the child is below 7 years old
- Executed by the child and attested by the mother, if the child is between 7 and 17 years old
- Executed by the child, if the child is 18 years old and above

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4. **With minor children;**

5. **Long journey taken; and
And other analogous cases**

For mailed applications: Processing normally takes three (3) working days from the date the complete accomplished packet is received by the Consulate.

If you have not received your processed document/s two (2) weeks from mailing your application to the Consulate, please

call the Civil Registry Section at (212) 764 1330 ext. 3825 or

email us at

civil.registration@newyorkpcg.org

with the following subject line:

Subject: (Insert Name of Applicant) - Report of Birth Sent on (Insert Date of Mailing of Application)

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