

## PASSPORTING (RENEWAL)

STEP	CLIENT (requirements)	SERVICE PROVIDER	DURATON	PERSON-IN-CHARGE	FEE/S
1	<p>Submit the following requirements:</p> <p><b><i>For Regular/Ordinary Passport:</i></b></p> <ul style="list-style-type: none"> <li>• Photocopy of latest ePassport (data page only)</li> <li>• ePassport Application Form (can be obtained from the Embassy's Consular Section - photo is not required)</li> </ul> <p>If applicable,</p> <ul style="list-style-type: none"> <li>• For passports that have already expired for more than one year, the passport applicant is required to submit Philippine Statistics Authority (PSA)-issued birth certificate</li> <li>• For those old passports that do not show the town/city of birth (ex. only "Pampanga" is written), the passport applicant is required to submit PSA-issued birth certificate</li> <li>• For those who have applied for retention or re-acquisition of Philippine citizenship (Dual Citizenship), passport applicants should bring their PSA-issued birth certificate or old Philippine passport, and the 'Dual Citizenship' papers issued by the Philippine Embassy/Consulate or by the Philippine Bureau of Immigration and Deportation.</li> </ul>	<p>Passport Processor checks and verifies the correctness of the details on the passport application and those on the old passport, and issues "Statement of Services" receipt</p>	3 minutes	Passport Processor	

	<p><b><i>For Minor Applicants:</i></b></p> <ul style="list-style-type: none"><li>• Duly accomplished ePassport Application Form (available at the Embassy's Consular Section)</li><li>• PSA-issued Birth Certificate of the Minor or Report of Birth issued by the Philippine Embassy</li><li>• Photocopy of ePassport (data page only)</li></ul> <p>Note:</p> <ul style="list-style-type: none"><li>• If the Minor's parents are both Filipinos, the Minor's mother shall sign the passport application</li><li>• If the Minor's parents are not both Filipino, the Filipino parent shall sign the passport application and he/she must bring a copy of their PSA-issued marriage contract</li></ul> <p><b><i>For Dual Citizens:</i></b></p> <ul style="list-style-type: none"><li>• Photocopy of latest Passport (data page only)</li><li>• Duly accomplished ePassport Application Form (can be obtained from the Embassy's Consular Section - photo is not required)</li><li>• 'Dual Citizenship' papers issued the Philippine Embassy/Consulate or by the Philippine Bureau of Immigration and Deportation</li></ul>				
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	<ul style="list-style-type: none"> <li>If the applicant could no longer retrieve the old Philippine passport, the passport applicant must submit his/her original PSA-issued birth certificate (and PSA-issued marriage contract if married name will be used)</li> </ul>				
2	Pay appropriate fees	Accepts payment and issues official receipt	3 minutes	Collecting Officer	KRW80,520 or USD60
3	Proceed to passport encoding	<p>Passport Encoder inputs the passport applicant's information and captures his/her biometrics, scans the attachments, requests the applicant to check the information encoded, and sign the application, digitally.</p> <p>The passport applicant will be advised to remove all accessories (i.e. earrings, necklace, piercings, headbands, glasses and contact lenses)</p> <p>Passport Encoder shall also advise applicant on the releasing schedule. If the client wishes to have the new passport delivered to his/her residence, the Passport Encoder shall provide him/her a delivery request form from the official service provider of the Embassy.</p>	7 minutes	Passport Encoder	
4	<p>Claiming of Passport</p> <p>Note: New ePassports will be released within 6-8 weeks.</p>	<p>Releasing Officer shall:</p> <ul style="list-style-type: none"> <li>Check the old passport and the 'Statement of Services' receipt presented by client</li> <li>Cancel the old passport</li> <li>Require the passport holder to sign the new passport;</li> <li>Remind the passport holder to report to the Korean Immigration</li> </ul>	2 minutes	Passport Releasing Officer	

		the issuance of his/her new passport.			
<b>PASSPORTING (NEW)</b>					
1	<p>Submit the following requirements:</p> <p><b>For Minor Applicants:</b></p> <ul style="list-style-type: none"> <li>• Duly accomplished ePassport Application Form (available at the Embassy's Consular Section)</li> <li>• Report of Birth issued by the Philippine Embassy in Seoul or DFA authenticated PSA-issued birth certificate</li> <li>• Copy of Filipino parent's Philippine passport</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• If the Minor's parents are both Filipinos, the Minor's mother shall sign the passport application.</li> <li>• If one of Minor's parents is not a Filipino, the Filipino parent shall sign the passport application and he/she must present a copy of their PSA-issued marriage contract.</li> </ul> <p><b>For passport applicants (18 years old or older):</b></p> <ul style="list-style-type: none"> <li>• Online appointment</li> <li>• Personal appearance</li> <li>• Duly accomplished ePassport Application Form (available at the Embassy's Consular Section)</li> <li>• Report of Birth by the Philippine Embassy in Seoul or DFA</li> </ul>	<p>Passport Processor checks and verifies the correctness of the details on the passport application and those on the old passport, and issues "Statement of Services" receipt</p>	3 minutes	Passport Processor	

	authenticated PSA-issued birth Certificate.				
2.	Pay appropriate fees	Accepts payment and issues official receipt	3 minutes	Collecting Officer	KRW80,520
3.	Proceed to passport encoding	<p>Passport Encoder inputs the passport applicant's information and captures his/her biometrics, scans the attachments, requests the applicant to check the information encoded, and sign the application, digitally.</p> <p>The passport applicant will be advised to remove all accessories (i.e. earrings, necklace, piercings, headbands, glasses and contact lenses)</p> <p>Passport Encoder shall also advise applicant on the releasing schedule. If the client wishes to have the new passport delivered to his/her residence, the Passport Encoder shall provide him/her a delivery request form from the official service provider of the Embassy.</p>	5 minutes	Passport Encoder	
4.	<p>Claiming of Passport</p> <p>Note: New ePassports will be released within 6-8 weeks.</p>	<p>Releasing Officer shall:</p> <ul style="list-style-type: none"> <li>• Check the old passport and the 'Statement of Services' receipt presented by client</li> </ul>	2 minutes	Passport Releasing Officer	

		<ul style="list-style-type: none"> <li>• Cancel the old passport</li> <li>• Require the passport holder to sign the new passport;</li> <li>• Remind the passport holder to report to the Korean Immigration the issuance of his/her new passport.</li> </ul>			
<b>LOST PASSPORT</b>					
1	<p><b>Report the lost passport by submitting the following documents:</b></p> <ol style="list-style-type: none"> <li>1. Affidavit of Lost Passport (form available at the Embassy's Consular Section)</li> <li>2. Photocopy of Data Page of Lost Passport (if available)</li> <li>3. Duly accomplished ePassport Application Form (photo is not required)</li> <li>4. Original PSA-issued birth certificate</li> <li>5. Any two (2) of the following Government Issued ID with picture to establish identity: <ul style="list-style-type: none"> <li>• Digitized SSS ID</li> <li>• Driver's License</li> <li>• GSIS eCard</li> <li>• PRC ID</li> <li>• IBP ID</li> <li>• OWWA ID</li> <li>• Digitized BIR ID</li> <li>• Senior Citizen's ID</li> <li>• Voter's ID</li> <li>• NBI Clearance</li> <li>• Original previously issued passport</li> </ul> </li> </ol>	<p>Passport Processor makes initial assessment of the presented required documents. The applicant shall be referred to the Supervisor/Signing Officer for interview and approval.</p> <p>Passport Processor issues "Statement of Services" receipt.</p> <p>Passport Processor reports the lost passport to the Department of Foreign Affairs and informs the lost passport applicant to come back after 15 workings days.</p>	5 minutes	Passport Processor and Supervisor/Signing Officer	

	<ul style="list-style-type: none"> <li>CFO certificate (with picture printed on certificate)</li> </ul>				
2	Pay appropriate fees	Accepts payment and issues official receipt	3 minutes	Collecting Officer	33,550 KRW or 25 USD
3	Return to the Consular Section for processing of Lost Passport Application (after receiving feedback from the DFA)	Passport Processor processes the lost passport application and issue "Statement of Services" receipt	3 minutes	Passport Processor	
4	Payment of lost passport fee	Accepts payment and issues official receipt	3 minutes	Collecting Officer	For lost ePassport: 201,300 KRW or 150 USD <hr/> For lost MRPassport: 120,780 KRW or USD 90
5	Proceed to Passport Encoding	<p>Passport Encoder inputs the passport applicant's information and captures his/her biometrics, scans the attachments, requests the applicant to check the information encoded, and sign the application, digitally.</p> <p>The passport applicant will be advised to remove all accessories (i.e. earrings, necklace, piercings, headbands, glasses and contact lenses)</p> <p>Passport Encoder shall also advise applicant on the releasing schedule. If the client wishes to have the new passport delivered to his/her residence, the Passport Encoder shall provide him/her a delivery request form from the official service provider of the Embassy.</p>	5 minutes	Passport Encoder	

6	<p>Claiming of Passport</p> <p>Note: New ePassports will be released within 6-8 weeks.</p>	<p>Releasing Officer shall:</p> <ul style="list-style-type: none"> <li>• Check the old passport and the 'Statement of Services' receipt presented by client</li> <li>• Cancel the old passport</li> <li>• Require the passport holder to sign the new passport;</li> <li>• Remind the passport holder to report to the Korean Immigration the issuance of his/her new passport.</li> </ul>	2 minutes	Passport Releasing Officer	
<b>MUTILATED PASSPORT</b>					
1	<p>Submit the following requirements:</p> <p><b>For Ordinary/Regular Passport:</b></p> <ul style="list-style-type: none"> <li>• Online Appointment</li> <li>• Personal Appearance</li> <li>• Photocopy of latest ePassport (data page only)</li> <li>• Duly accomplished ePassport Application Form (can be downloaded from the Embassy website or obtained from the Embassy's Consular Section - photo is not required)</li> <li>• Accomplished "Affidavit of Mutilation"</li> </ul> <p>If applicable:</p> <ul style="list-style-type: none"> <li>• For passports that have already expired for more than one year, the passport applicant is required to submit PSA-issued birth certificate.</li> <li>• For those old passports that do not show the town/city of birth</li> </ul>	<p>Passport Processor checks and verifies the correctness of the details on the passport application and those on the old passport, and issues "Statement of Services" receipt</p>	3 minutes	Passport Processor	



	<p>(ex. only "Pampanga" is written), the passport applicant is required to submit PSA-issued birth certificate.</p> <ul style="list-style-type: none"> <li>• For those who have applied for retention or re-acquisition of Philippine citizenship (Dual Citizenship), passport applicants should bring their PSA-issued birth certificate or old Philippine passport, and the "Dual Citizenship" issued by the Philippine Embassy/Consulate or by the Philippine Bureau of Immigration and Deportation.</li> </ul> <p><b>For Minor Applicants:</b></p> <ul style="list-style-type: none"> <li>• Personal appearance</li> <li>• Duly accomplished ePassport Application (available at the Embassy's Consular Section)</li> <li>• PSA-issued Birth Certificate of the Minor or Report of Birth issued by the Philippine Embassy</li> <li>• Photocopy of ePassport (date page only)</li> </ul> <p>Note:</p> <ul style="list-style-type: none"> <li>• If the Minor's parents are both Filipinos, the Minor's mother shall sign the passport application;</li> <li>• If one of the Minor's parents is not Filipino, the Filipino parent will sign the passport application and he/she must bring a copy of</li> </ul>				
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	<p>their PSA-issued marriage contract.</p> <p><b>For Dual Citizens:</b></p> <ul style="list-style-type: none"> <li>• Online appointment</li> <li>• Personal appearance</li> <li>• Photocopy of latest Passport (data page only)</li> <li>• Duly accomplished ePassport Application Form (can be obtained from the Embassy's Consular Section - photo is not required)</li> <li>• Dual Citizenship papers issued the Philippine Embassy/Consulate or by the Philippine Bureau of Immigration and Deportation</li> <li>• If the applicant could no longer present the old Philippine passport, the passport applicant must submit his/her original PSA-issued birth certificate (and PSA-issued marriage contract if married name will be used)</li> </ul>				
2	Pay appropriate fees	Accepts payment and issues official receipt	3 minutes	Collecting Officer	For Passport Fee: KRW80,520 or 60 USD and for Affidavit of Mutilation: KRW33,550 or 25 USD
3	Proceed to Passport Encoding	Passport Encoder inputs the passport applicant's information and captures his/her biometrics, scans the attachments, requests the applicant to check the information encoded, and sign the application, digitally.	5 minutes	Passport Encoder	

		<p>The passport applicant will be advised to remove all accessories (i.e. earrings, necklace, piercings, headbands, glasses and contact lenses)</p> <p>Passport Encoder shall also advise applicant on the releasing schedule. If the client wishes to have the new passport delivered to his/her residence, the Passport Encoder shall provide him/her a delivery request form from the official service provider of the Embassy.</p>			
6	<p>Claiming of Passport</p> <p>Note: New ePassports will be released within 6-8 weeks.</p>	<p>Releasing Officer shall:</p> <ul style="list-style-type: none"> <li>• Check the old passport and the 'Statement of Services' receipt presented by client</li> <li>• Cancel the old passport</li> <li>• Require the passport holder to sign the new passport;</li> <li>• Remind the passport holder to report to the Korean Immigration the issuance of his/her new passport.</li> </ul>	2 minutes	Passport Releasing Officer	

## REPORT OF BIRTH

STEP	CLIENT (Requirements)	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE	FEES
1	<p>Submit the following requirements for the Report of Birth:</p> <p><b><i>If parents are married:</i></b></p> <ul style="list-style-type: none"> <li>• 4 duly accomplished 'Report of Birth' form; 'Affidavit of Late Registration of Birth' form, if child is one-year and older to be accomplished by the Filipino parent</li> <li>• 4 photocopies of the English birth certificate of the child from hospital</li> <li>• 4 photocopies of the DFA-authenticated Philippine Statistics Authority (PSA) Marriage Certificate of child's parents</li> <li>• 4 photocopies each of Passport copy of both parents</li> </ul> <p><b><i>If parents are not married but wishes to use the surname of the father (per RA9255):</i></b></p> <ul style="list-style-type: none"> <li>• 4 duly accomplished 'Report of Birth' form; 'Affidavit of Late Registration of Birth' form, if child is one-year and older to be accomplished by the Filipino parent</li> <li>• 4 duly accomplished 'Affidavit of Admission of Paternity' to be executed by the Father</li> <li>• 4 duly accomplished 'Affidavit of Consent to Use the Surname of</li> </ul>	<p>The Consular Assistant shall:</p> <ul style="list-style-type: none"> <li>• Interview the applicant</li> <li>• Evaluate the completeness and authenticity of documents submitted. If there is reasonable doubt on the veracity of the documents, the same will be verified first with the Authentication Division of the DFA</li> <li>• Provide applicant the necessary application forms to be accomplished personally by both parents</li> </ul>	15 minutes	Consular Assistant	

	<p>the Father' to be executed by the mother</p> <ul style="list-style-type: none"> <li>• 5 photocopies of the English birth certificate of the child from hospital</li> <li>• 8 photocopies of the passport of the mother</li> <li>• 8 photocopies of the PSA Birth Certificate of the mother is she was previously married and is using the surname of her husband in her passport</li> <li>• 8 photocopies of the passport of the father</li> </ul> <p><b><i>If the child will use the maiden name of the Filipino mother:</i></b></p> <ul style="list-style-type: none"> <li>• 4 photocopies of the English birth certificate of the child from hospital</li> <li>• 4 photocopies of the PH passport of the mother</li> <li>• 4 photocopies of the PSA Birth Certificate of the mother is she was previously married and is using the surname of her husband in her passport</li> </ul>				
2	Pay appropriate fees	Collecting Officer receives payment and issues official receipt to client	3 minutes	Collecting Officer	KRW33,550 or USD25 Per notarization of the following: -ROB -Affidavit of Late

					Registration of Birth -AAP -AUSF -Certificate of Registration
3	Wait for the Consular Assistant to process the document	The Consular Assistant shall indicate the official receipt number in the application form/s. Afterwards, the Consular Assistant shall prepare the documents for signing of the Consular Officer.	5 minutes	Consular Assistant	
		<p>Signing Officer shall:</p> <ul style="list-style-type: none"> <li>• Check the correctness of the entries on the ROB Form</li> <li>• Check the completeness of the supporting documents</li> <li>• If all documents are in order, sign the document</li> </ul>	3 minutes	Signing Officer	
4	Claiming of Document	<p>Consular Assistant shall advise applicant on the releasing schedule. If the client wishes to have the document delivered to his/her residence, the Consular Assistant shall provide him/her a delivery request form from the official service provider of the Embassy.</p> <p>Consular Assistant shall also advise the client that if they want to follow-up the progress of the ROB with DFA and PSA, applicant may contact the Civil Registry Section of the Embassy (through telephone number 7967387 local 105 or through email at consular@philembassy-seoul.com) one</p>	2 minutes	Consular Assistant	Payment for the delivery of the document is on COD basis

month after the application and ask for the dispatch number.

## APPLICATION FOR LEGAL CAPACITY TO CONTRACT MARRIAGE

STEP	CLIENT (Requirements)	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE	FEE
1	<p>Submit the following requirements for the application for a Legal Capacity to Contract Marriage (LCCM):</p> <p><b>For the Filipino citizen:</b></p> <ul style="list-style-type: none"> <li>• DFA-authenticated PSA Birth Certificate</li> <li>• DFA-authenticated PSA Certificate of No Marriage (CENOMAR) /Singleness</li> <li>• 1photocopy of passport</li> <li>• If widow/er, DFA-authenticated PSA Death Certificate of the deceased spouse. If the deceased spouse is a non-Filipino, an English copy of the Death Certificate notarized by the host country</li> <li>• If 25y/o and below, a notarized 'Affidavit of Parental Advice/Consent executed by both parents</li> <li>• If previously married, DFA-authenticated PSA Marriage Certificate with the official annotation/remarks</li> <li>• If to be wedded to a fellow-Filipino citizen, 1pc. Passport-size photo each</li> </ul>	<p>The Consular Assistant shall:</p> <ul style="list-style-type: none"> <li>• Interview the applicant</li> <li>• Provide the application form to be accomplished personally by both party.</li> <li>• Evaluate the completeness and authenticity of documents submitted. If there is reasonable doubt on the veracity of the documents, the same will be verified first with the Authentication Division of the DFA</li> </ul>	10 minutes	Consular Assistant	

	<p><b>For the non-Filipino fiancé:</b></p> <ul style="list-style-type: none"> <li>• If Korean, <i>Honinkwangye Jungmyeongso</i> (Certificate of Marriage Relations) to be translated to English and 1 photocopy of passport</li> <li>• If single and non-Korean, Certificate of Legal Capacity issued by his/her Embassy in Korea and 1 photocopy of passport</li> <li>• If divorced and non-Korean, 1 photocopy of his/her Divorce Finality, and 1 photocopy of passport</li> <li>• If former-Filipino citizen, 1 photocopy of the Certificate of Naturalization and Divorce Finality in English (official translation)</li> </ul>				
2	Pay appropriate fees	Collecting Officer receives payment and issues official receipt to client	3 minutes	Collecting Officer	KRW67,100 or USD50
3	Wait for the Consular Assistant to process the document	The Consular Assistant gets the official receipt from the client and include the same in the latter's file.	2 minutes	Consular Assistant	
4	Claiming of documents	Consular Assistant shall advise applicant on the releasing schedule. If the client wishes to have the document delivered to his/her residence, the Consular Assistant shall provide him/her a delivery request form from the official service provider of the Embassy.	2 minutes	Consular Assistant	n/a (payment for the courier is COD)
<b>APPLICATION FOR DUAL CITIZENSHIP</b>					
<b>STEP</b>	<b>CLIENT (REQUIREMENTS)</b>	<b>SERVICE PROVIDER</b>	<b>DURATION</b>	<b>PERSON IN-CHARGE</b>	<b>FEE</b>



1	<p>Set an appointment with the Consular Assistant for the application for dual citizenship.</p> <p>Submit the following requirements for evaluation (including 3 photocopies of each):</p> <ul style="list-style-type: none"> <li>• PSA Birth Certificate;</li> <li>• PSA Marriage Certificate, if married;</li> <li>• Philippine passport used at the time of naturalization;</li> <li>• Declaration of Naturalization;</li> <li>• Certificate of Naturalization (<i>Kibunjungmyeongso-sangse</i>) translated to English;</li> <li>• Foreign passport and ID;</li> <li>• Certificate of Family Registry (<i>Kajok kwangyejungmyeongso</i>) translated to English</li> <li>• 2 inches x 2 inches colored pictures over white background (6pcs. of front face, 1pc. left-side of the face, 1pc. right-side of the face)</li> </ul>	<p>Consular Assistant shall:</p> <ul style="list-style-type: none"> <li>• Interview the applicant</li> <li>• Obtain RA9225 retention and reacquisition form and advise applicant to fully accomplish the application form</li> <li>• Evaluate the completeness and authenticity of documents submitted. If there is reasonable doubt on the veracity of the documents, the same will be verified first with the Authentication Division of the DFA</li> </ul>	15 minutes	Consular Assistant	
2	Pay appropriate fees	The Collecting Officer shall accept the payment and issue an official receipt to the applicant.	3 minutes	Collecting Officer	KRW67,100 or USD50 for the principal applicant / KRW33,550 or USD25 per dependent child
3	Wait for the Consular Assistant to process the document	The Consular Assistant shall photocopy the official receipt to be included in the applicant's folder. Afterwards, the Consular	5 minutes	Consular Assistant	

		Assistant shall prepare and affix the Embassy seal on the RA9225 documents			
4	Oath-taking	The Solemnizing Officer, after reviewing the documents, shall sign the RA9255 Documents and administer the oath of the applicant for his/her Retention/Reacquisition of Philippine Citizenship	10 minutes	Solemnizing Officer	
5	Releasing of RA9225 documents on the same day	The Consular Assistant shall issue to the applicant the signed certificates together with the official receipt.  The Consular Assistant will also inform the client of the process of renewing his/her Philippine passport, including that of his/her dependents.	2 minutes	Consular Assistant	
<b>TRAVEL DOCUMENT</b>					
STEP	CLIENT (Requirements)	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE	FEE/S
1	Submit the following requirements for the application for a Travel Document (TD): <ul style="list-style-type: none"> <li>• 4pcs. passport-size photo</li> <li>• Original and 1 photocopy of the expired/mutilated passport</li> <li>• 1 photocopy of the lost passport, if any. If none, a copy of the applicant's PSA Birth Certificate</li> <li>• 1 photocopy of seaman's book (Seafarers only)</li> <li>• Original expired Travel Document</li> <li>• 1 photocopy of plane ticket</li> <li>• 1 set of ROB, if applicant is a minor with no PH passport</li> </ul>	Consular Assistant shall: <ul style="list-style-type: none"> <li>• Interview the applicant</li> <li>• Evaluate the completeness and authenticity of documents submitted. If there is reasonable doubt on the veracity of the documents, the same will be verified first with the Authentication Division of the DFA</li> <li>• Provide the necessary application form to be accomplished personally by the applicant.</li> </ul>	10 minutes	Consular Assistant	

2	Pay appropriate fees	The Collecting Officer shall accept the payment and issue an official receipt to the applicant.	3 minutes	Collecting Officer	KRW40,260 or USD30 for the TD  KRW33,550 or USD25 for the notarization of the 'Affidavit of Lost Passport'
3	Wait for the Consular Assistant to process the document	The Consular Assistant receives the official receipt and includes in the applicant's folder.	2 minutes	Consular Assistant	
4	Claiming of documents	Consular Assistant shall advise applicant on the releasing schedule. If the client wishes to have the document delivered to his/her residence, the Consular Assistant shall provide him/her a delivery request form from the official service provider of the Embassy.	3 minutes	Consular Assistant	n/a (payment for the courier is COD)

## AUTHENTICATION

STEP	CLIENT (requirements)	SERVICE PROVIDER	DURATION	PERSON-IN-CHARGE	FEE/s
1	Submit the original and photocopy of documents to be authenticated	Consular Assistant shall: <ul style="list-style-type: none"> <li>• Check the documents, evaluate completeness and authenticity of documents submitted, and verify documents if there is reasonable doubt</li> <li>• Advise applicant that document will be released after 3 working days (if expedited, after 1 day); if for delivery, add another 1-2 days.</li> <li>• If applicant wants to receive document by delivery, Consular Assistant asks applicant to fill-up delivery form.</li> <li>• Advise applicant to proceed to payment together with the original documents</li> </ul>	5 minutes	Consular Assistant	
2	Pay appropriate notarial fees	Accepts payment and issues official receipt	3 minutes	Collecting Officer	USD25 or KRW 33,550 plus (optional) USD10 or KRW 13,420 expedite fee
3	Submit delivery form (if applicant wants to receive documents by deliver)	Consular Assistant receives delivery form from the applicant	1 minute	Consular Assistant	
4	Claiming of documents  Note: If the document is to be claimed in person, present receipt (if through representative, present receipt with authorization note at the back)	Consular assistant locates document and releases the same to applicant	3 minutes	Consular Assistant	

## SPECIAL POWER-OF-ATTORNEYS, AFFIDAVITS, ACKNOWLEDGMENTS, AND OTHER NOTARIAL SERVICES

1	<p>Submit the following:</p> <ul style="list-style-type: none"> <li>• Form to be notarized</li> <li>• Photocopy of document</li> <li>• Photocopy of valid PH passport (also present original)</li> </ul>	<p>The Consular Assistant shall:</p> <ul style="list-style-type: none"> <li>• Check the application form if properly filled out</li> <li>• Evaluate completeness of documents submitted</li> <li>• Advise applicant that document will be released after 3 working days (if expedited, after 1 day); if for delivery, add another 1-2 days.</li> <li>• If applicant wants to receive document by delivery, Consular Assistant asks applicant to fill-up delivery form.</li> <li>• Advise applicant to proceed to payment and return the official receipt to the processor</li> </ul>	5 minutes	Consular Assistant	
2	Pay appropriate notarial fees	Accepts payment and issues official receipt	3 minutes	Collecting Officer	USD 25 or KRW 33,550 plus (optional) USD 10 or KRW 13,420 expedite fee
3	Return to processor and submit official receipt to the processor and delivery form (if for delivery)	Consular Assistant receives delivery form from the applicant	1 minute	Consular Assistant	
4	<p>Claiming of documents</p> <p>Note: If the document is to be claimed in person, present receipt (if through</p>	Consular assistant locates document and releases the same to applicant	3 minutes	Consular Assistant	

	representative, present receipt with authorization note at the back)				
<b>TRAVEL TAX EXEMPTION CERTIFICATE</b>					
1	<p>Submit the following:</p> <ul style="list-style-type: none"> <li>• Original and photocopy of PH passport</li> <li>• Original and photocopy of Alien Registration Card (ARC)</li> <li>• For applicants from religious organizations, submit certificate of their assignment issued by their Superior</li> <li>• For dependents, submit photocopy of ARC. Also present original</li> </ul>	<p>The Consular Assistant shall:</p> <ul style="list-style-type: none"> <li>• Interview applicant</li> <li>• Evaluate the completeness and authenticity of documents submitted; verifies documents if there is reasonable doubt.</li> <li>• Advises applicant that document will be released after 3 working days; if for delivery, add another 2-3 days.</li> <li>• If applicant wants to receive document by delivery, Consular Assistant asks applicant to fill-up delivery form properly.</li> </ul>	5 minutes	Consular Assistant	
2	<p>Claiming of documents</p> <p>Note: If the document is to be claimed in person, present receipt (if through representative, present authorization letter)</p>	<p>Consular assistant locates document and releases the same to applicant or authorized representative</p>	3 minutes	Consular Assistant	
<b>CERTIFICATION OF PHILIPPINE DRIVER'S LICENSE</b>					
1	<p>Submit the following:</p> <ul style="list-style-type: none"> <li>• Duly accomplished form</li> <li>• DFA Authenticated Certification from the Land Transportation Office (LTO), Department of Transportation and Communications, confirming the validity of the said license</li> <li>• Original and copy of the Philippine driver's license</li> </ul>	<p>The Consular Assistant shall:</p> <ul style="list-style-type: none"> <li>• Check the application form and documents submitted.</li> <li>• Evaluate the completeness and authenticity of documents submitted; verifies documents if there is reasonable doubt.</li> <li>• Advise applicant that document will be released after 3 working days (if</li> </ul>	5 minutes	Consular Assistant	

	<ul style="list-style-type: none"> <li>Original and photocopy of valid Alien Registration Card</li> <li>Presentation of a valid Philippine Passport and submission of photocopy of data page and passport pages containing Philippine immigration stamps showing entry into, and exit from, the Philippines during dates when driver's license was renewed in the Philippines</li> <li>Presentation of a valid Philippine Passport and submission of a photocopy</li> </ul>	<p>expedited, after 1 day); if for delivery, add another 1-2 days.</p> <ul style="list-style-type: none"> <li>Advise applicant to proceed to payment and return the official receipt to the processor.</li> <li>If applicant wants to receive document by delivery, Consular Assistant asks applicant to fill-up delivery form properly.</li> </ul>			
2	Pay appropriate notarial fees	Accepts payment and issues official receipts	3 minutes	Collecting Officer	USD 25 or KRW 33,550 plus (optional) USD 10 or KRW 13,420 expedite fee
3	Return to processor and submit official receipt to the processor and delivery form (if for delivery)	Consular Assistant receives delivery form from the applicant	1 minute	Consular Assistant	
4	<p>Claiming of documents</p> <p>Note: If the document is to be claimed in person, present receipt (if through representative, present receipt with authorization note at the back)</p>	Consular assistant locates document and releases the same to applicant	3 minutes	Consular Assistant	
<b>NBI CLEARANCE</b>					
1	<p>Submit the following:</p> <ul style="list-style-type: none"> <li>Duly accomplished form</li> </ul>	The Consular Assistant shall:	3 minutes	Consular Assistant	

	<ul style="list-style-type: none"> <li>• Copy of passport data page</li> <li>• One (1) color photo (size: 2" x 2"), taken within the last three months, white background;</li> <li>• Original Philippine Statistics Authority (PSA) Marriage Certificate (For married Filipina applicants who have changed their surname only)</li> </ul>	<ul style="list-style-type: none"> <li>• Check the application form and documents submitted.</li> <li>• Evaluate the completeness and authenticity of documents submitted; verifies documents if there is reasonable doubt.</li> <li>• Advise applicant to proceed to payment and return the official receipt to the processor.</li> </ul>			
2	Pay appropriate notarial fees	Accepts payment and issues official receipts	3 minutes	Collecting Officer	USD25 or KRW 33,550 plus (optional) USD 10 or KRW 13,420 expedite fee
3	Submit official receipt to the processor	Processor shall capture applicant's fingerprints and advise applicant to wait while document is being processed.	4 minutes	Consular Assistant	
		Processor shall Affix Embassy seal and stamp of the signing officer on the NBI form	1 minute	Consular Assistant	
		Signing Officer shall review and sign the NBI form	1 minute	Signing Officer	
4	Claiming of documents	Consular assistant will release the notarized NBI form to the applicant. Consular assistant will also advise applicant to send it to his/her representative in the Philippines together with his/her SPA for processing at the NBI office	2 minutes	Consular Assistant	



