



## PHILIPPINE EMBASSY IN CAIRO

### CONSULAR SECTION

#### External Services

1. Authentication and Notarial Services
  - a. Authentication of Documents
  - b. Acknowledgment/Notarization
  - c. Certification
  - d. NBI Clearance (Fingerprinting Only)
2. **Civil Registration Services**
  - a. **Report of Birth**
  - b. **Report of Marriage**
  - c. **Report of Death**
  - d. **Certificate of Legal Capacity to Contract Marriage**
  - e. **Petition for Correction of Clerical Error or Change of Name**
3. Passport Services
  - a. First Time Applicants
  - b. Renewal of Passport (Including Lost Passports)
  - c. Travel Document
4. Dual Citizenship
5. Visa Services
  - a. 9A Temporary Visitor's Visa
  - b. 9C Seaman's Visa

#### I. REPORT OF BIRTH

List of Requirements	Where to Get
Duly Accomplished Application Form, 4 copies	Philippines-egypt.com/report-of-birth <a href="https://www.philippines-egypt.com/_files/ugd/4fdeba_d7717e6e73494fc09bdcf557d2d43cdd.pdf">https://www.philippines-egypt.com/_files/ugd/4fdeba_d7717e6e73494fc09bdcf557d2d43cdd.pdf</a>
Confirmed appointment	Bit.ly/cairopeAPPOINTMENT
Birth certificate with English translation, original and 4 photocopies	Local civil registrar
Passport of both parents, original and 4 photocopies	Applicant



<b>Additional Requirements</b>	
<p><b>For births reported after 12 months from date of birth</b></p> <p>Affidavit of Delayed Registration</p>	Applicant
<p><b>For legitimate children</b> (parents are married to each other at the time of birth)</p> <p>PSA-issued Marriage Certificate or Report of Marriage, original and 4 photocopies</p>	PSA
<p><b>For illegitimate children</b> (born outside of a valid marriage)</p> <p><i>Child NOT acknowledged by the father</i> Personal appearance of the mother and proof of maiden surname (PSA BC, 4 copies)</p> <p><i>Child acknowledged by the father</i> 4 originals of the following: Affidavit of Acknowledgment of Paternity Affidavit to Use the Surname of the Father</p>	PSA
	<p>Executed by the Father Executed by the mother if the child is 0-6 years old; executed by the child and attested by the mother if the child is 7-17 years old; executed by the child who is of legal age</p>

<b>Process</b>	<b>Processing Time</b>	<b>Fees</b>	<b>Person Responsible</b>
<p><b>1. FILL UP REPORT FORM</b></p> <p>Applicant completes the downloadable application form that may be accessed through <a href="http://Philippines-egypt.com/report-of-birth">Philippines-egypt.com/report-of-birth</a> and prepares the original supporting documents and four (4) photocopies of each.</p>	30 minutes	None	<i>Applicant</i>
<p><b>2. BOOK ONLINE APPOINTMENT</b></p> <p>Applicant books an online appointment through <a href="http://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a></p>	5 minutes	None	<i>Applicant</i>
<p><b>3. DATE OF APPOINTMENT</b></p> <p>On the date of appointment, the applicant proceeds to the Consular Section waiting area and waits to be</p>	10-15 minutes waiting time	None	<i>Civil Registration Processor</i>



called for processing.			
<b>4. PROCESSING</b> Civil Registration processor checks and verifies information on the report form as well as submitted documents.	5-10 minutes	None	<i>Civil Registration Processor</i>
<b>5. PAYMENT</b> After the all documents have been processed, the applicant is advised to proceed to the cashier for payment.	5-10 minutes waiting time	USD25 for the report; additional USD25 for every affidavit (as needed)	<i>Cashier, Applicant</i>
<b>6. RELEASE</b> For births that occurred in Egypt, Sudan, Ethiopia, Djibouti and Eritrea, the personal copy of the ROB may be claimed after three (3) working days.  For births that occurred outside of Egypt, Sudan, Ethiopia, Djibouti and Eritrea, the Embassy will contact the applicant when the personal copy may be claimed.	3 days  Subject to processing time of Embassy/Consulate with jurisdiction	None	<i>Civil Registration Processor</i>

## II. REPORT OF MARRIAGE

List of Requirements	Where to Get
Duly Accomplished Application Form, 4 copies	<a href="https://philippines-egypt.com/report-of-marriage">Philippines-egypt.com/report-of-marriage</a> <a href="https://www.philippines-egypt.com/_files/ugd/4fdeba_5857d5c6f1bd4f6289a8e6cc59995474.pdf">https://www.philippines-egypt.com/_files/ugd/4fdeba_5857d5c6f1bd4f6289a8e6cc59995474.pdf</a>
Confirmed appointment	<a href="https://bit.ly/cairopeAPPOINTMENT">Bit.ly/cairopeAPPOINTMENT</a>
Marriage Contract stamped by the MFA with English translation, original and 4 photocopies	Local civil registrar, MFA
Passport of husband and wife, original and 4	Applicants



photocopies	
<b>Additional Requirements</b>	
<b>For marriages reported after 12 months from date of marriage</b>  Affidavit of Delayed Registration  Certificate of No Marriage (original and 4 copies) Birth Certificate of Filipino spouse (original and 4 copies) Birth Certificate of Non-Filipino spouse, with English translation (original and 4 copies)	Applicant  PSA  PSA  Concerned Civil Registry office

Process	Processing Time	Fees	Person Responsible
<b>1. FILL UP REPORT FORM</b>  Applicant completes the downloadable application form that may be accessed through <a href="http://Philippines-egypt.com/report-of-marriage">Philippines-egypt.com/report-of-marriage</a> and prepares the original supporting documents and four (4) photocopies of each.	30 minutes	None	<i>Applicant</i>
<b>2. BOOK ONLINE APPOINTMENT</b>  Applicant books an online appointment through <a href="http://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a>	5 minutes	None	<i>Applicant</i>
<b>3. DATE OF APPOINTMENT</b>  On the date of appointment, the applicant proceeds to the Consular Section waiting area and waits to be called for processing.	10-15 minutes waiting time	None	<i>Civil Registration Processor</i>
<b>4. PROCESSING</b>  Civil Registration processor checks and verifies information on the report form as well as submitted documents.	5-10 minutes	None	<i>Civil Registration Processor</i>
<b>5. PAYMENT</b>  After the all documents have been processed, the applicant is advised to proceed to the cashier for payment.	5-10 minutes waiting time	USD25	<i>Cashier, Applicant</i>



<p><b>6. RELEASE</b></p> <p>For marriages that occurred in Egypt, Sudan, Ethiopia, Djibouti and Eritrea, the personal copy of the ROM may be claimed after three (3) working days.</p> <p>For marriages that occurred outside of Egypt, Sudan, Ethiopia, Djibouti and Eritrea, the Embassy will contact the applicant when the personal copy may be claimed.</p>	<p>3 days</p> <p>Subject to processing time of Embassy/Consulate with jurisdiction</p>	<p>None</p>	<p><i>Civil Registration Processor</i></p>
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### III. REPORT OF DEATH

List of Requirements	Where to Get
Duly Accomplished Application Form, 4 copies	<p>Philippines-egypt.com/report-of-death</p> <p><a href="https://www.philippines-egypt.com/_files/ugd/4fdeba_7ee1d6f6960040a0b4c97d3f32dbd6b6.pdf">https://www.philippines-egypt.com/_files/ugd/4fdeba_7ee1d6f6960040a0b4c97d3f32dbd6b6.pdf</a></p>
Confirmed appointment	<p>Bit.ly/cairopeAPPOINTMENT or coordinated with the ATN Section through +201227436472</p>
Death Certificate with English translation, original and 4 photocopies	Local civil registrar
Copy of the datapage of the passport of the deceased	Informant

Process	Processing Time	Fees	Person Responsible
<p><b>1. FILL UP REPORT FORM</b></p> <p>Informant completes the downloadable application form that may be accessed through <a href="https://www.philippines-egypt.com/report-of-death">Philippines-egypt.com/report-of-death</a> and prepares the original supporting documents and four (4) photocopies of each.</p>	30 minutes	None	<i>Applicant</i>
<p><b>2. APPOINTMENT</b></p>			



Informant contacts the Embassy at <a href="mailto:cairo.pe@dfa.gov.ph">cairo.pe@dfa.gov.ph</a> or through the ATN hotline +201227436472 to request appointment to submit documents.	5 minutes	None	<i>Applicant</i>
<b>3. DATE OF APPOINTMENT</b> On the date of appointment, the informant proceeds to the Consular Section waiting area and waits to be called for processing.	10-15 minutes waiting time	None	<i>Civil Registration Processor</i>
<b>4. PROCESSING</b> Civil Registration processor checks and verifies information on the report form as well as submitted documents.	5-10 minutes	None	<i>Civil Registration Processor</i>
<b>5. PAYMENT</b> After the all documents have been processed, the applicant is advised to proceed to the cashier for payment.	5-10 minutes waiting time	USD25 for the report	<i>Cashier, Applicant</i>
<b>6. RELEASE</b> For deaths that occurred in Egypt, Sudan, Ethiopia, Djibouti and Eritrea, the personal copy of the ROM may be claimed within three (3) working days.  For deaths that occurred outside of Egypt, Sudan, Ethiopia, Djibouti and Eritrea, the Embassy will contact the applicant when the personal copy may be claimed.	1-3 days  Subject to processing time of Embassy/Consulate with jurisdiction	None	<i>Civil Registration Processor</i>

#### IV. CERTIFICATE OF LEGAL CAPACITY TO CONTRACT MARRIAGE

List of Requirements	Where to Get
Duly Accomplished Application Form	Embassy
Confirmed appointment	<a href="https://bit.ly/cairopeAPPOINTMENT">Bit.ly/cairopeAPPOINTMENT</a>
Applicants' passports (original and 1 photocopy)	Applicants



PSA Birth Certificate of Filipino applicant	PSA
1 recent passport-sized photo of each applicant	Applicants
PSA Certificate of No Marriage (six months valid from date of issuance)	PSA
Personal appearance	Both applicants
<i>If Filipino is between the ages of 18-21</i> DFA-Authenticated Affidavit of Consent to Marriage	Filipino parents/legal guardian DFA
<i>If Filipino is between the ages of 22-25</i> DFA-Authenticated Affidavit of Advice	Filipino parents/legal guardian DFA
<i>Divorced Filipino applicant</i> Judicial Recognition of Divorce Annotated PSA Marriage Certificate	Philippine Court PSA
<i>Annulled/Legally Separated Filipino applicant</i> Certificate of Finality of Decision/Court Order Annotated PSA Marriage Certificate	Philippine Court PSA
<i>Widow/widower Filipino applicant</i> PSA-issued Death Certificate of former spouse (if death occurred in the Philippines) or MFA-authenticated original or certified true copy of Death Certificate, translated in English (if death occurred outside the Philippines)	PSA  Civil Registry Office MFA concerned

Process	Processing Time	Fees	Person Responsible
<b>1. BOOK APPOINTMENT</b>  Applicants book appointment at <a href="http://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a>	5 minutes	None	<i>Applicants</i>
<b>2. DATE OF APPOINTMENT</b>  On the date of appointment, the petitioner proceeds to the Consular Section waiting area and waits to be called for processing.	10-15 minutes waiting time	None	<i>Civil Registration Processor</i>
<b>3. PROCESSING</b>  Applicant fills out the CLCCM application form. Civil Registration processor conducts an interview,	10-15 minutes	None	<i>Civil Registration Processor</i>



checks and verifies information on the petition as well as submitted documents.			
<b>5. PAYMENT</b> After the all documents have been processed, the applicant is advised to proceed to the cashier for payment. Applicants are advised when to return for the release of the CLCCM	5-10 minutes waiting time	USD50	<i>Cashier, Applicant</i>
<b>5. POSTING</b> The marriage bann is posted for 10 consecutive working days at a conspicuous place at the Embassy.	10 days	None	<i>Civil Registration Officer</i>
<b>6. RELEASE</b> After the period of posting is complete, the CLCCM may be released to the applicants. The certificate has a validity of 120 days from issuance.	Within 3 days of completion of publication requirement	None	<i>Civil Registration Officer</i>

#### V. PETITION FOR CORRECTION OF CLERICAL ERROR

List of Requirements	Where to Get
Duly Accomplished Petition Form (3 copies)	Embassy
Confirmed appointment	<a href="https://bit.ly/cairopeAPPOINTMENT">Bit.ly/cairopeAPPOINTMENT</a>
Certified machine copy of the certificate containing the alleged erroneous entry or entries (3 copies)	Local civil registrar/PSA
Not less than 2 public or private documents upon which the correction shall be based (original and 3 copies)  Ex: baptismal certificate, GSIS/SSS record, medical record, school records, NBI clearance, etc.	GSIS/SSS  School  Hospital  NBI
<i>For change of first name, Affidavit of Publication and Newspaper clipping (original and 3 copies)</i>	Publisher

Process	Processing	Fees	Person
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	Time		Responsible
<b>1. BOOK APPOINTMENT</b> Applicant books appointment at <a href="http://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a>	5 minutes	None	<i>Applicant</i>
<b>2. DATE OF APPOINTMENT</b> On the date of appointment, the petitioner proceeds to the Consular Section waiting area and waits to be called for processing.	10-15 minutes waiting time	None	<i>Civil Registration Processor</i>
<b>3. PROCESSING</b> Civil Registration processor conducts an interview, checks and verifies information on the petition as well as submitted documents.	10-15 minutes	None	<i>Civil Registration Processor</i>
<b>5. PAYMENT</b> After the all documents have been processed, the applicant is advised to proceed to the cashier for payment.	5-10 minutes waiting time	USD50	<i>Cashier, Applicant</i>
<b>5. POSTING</b> The petition is posted for 10 working days at a conspicuous place at the Embassy.  <i>For Change of Name</i> Petitioner is required to publish the Notice of Posting issued by the Embassy in a newspaper of general circulation	10 days  At least once a week for two consecutive weeks		<i>Civil Registration Officer</i>  <i>Petitioner</i>
<b>6. DECISION</b> Consul General/Consul/ Vice Consul decides whether to grant the petition or not.	Within 3 days of completion of publication requirement	None	<i>Consul General, Consul, Vice Consul</i>

### Feedback and Complaints

How to send feedback?	Fill-out the client feedback form distributed by
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	<p>staff or available at the counter. Drop accomplished form in the designated drop box located at the Consular Section.</p> <p>Contact info: +20 1288951110 or <a href="mailto:cairo.pe@dfa.gov.ph">cairo.pe@dfa.gov.ph</a></p>
How to file a complaint?	<p>Complaints may be sent via email: <a href="mailto:cairo.pe@dfa.gov.ph">cairo.pe@dfa.gov.ph</a></p> <p>Or through private message of our social media accounts Facebook.com/PHinEgypt Instagram @PHinEgypt</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> <li>-Full name of the person who is the subject of the complaint</li> <li>-Describe the incident</li> </ul>
<p>Contact Information of the Embassy's Consular Section</p> <p>Philippine-based complaint centers: Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</p>	<p>+20 1288951110 or <a href="mailto:cairo.pe@dfa.gov.ph">cairo.pe@dfa.gov.ph</a></p> <p>Presidential Complaints Center: 8888</p> <p>CSC Contact Center ng Bayan: 0908-881-6565 (SMS)</p> <p>Anti-Red Tape Authority: 8478-5091/ 8478-5099</p>