



## 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. FIRST TIME APPLICANTS

List of Requirements	Where to Get
Printed Application Form	passport.gov.ph
PSA Birth Certificate or Report of Birth (1 original, 1 photocopy)	Philippine Statistics Authority (PSA)
<b>ADDITIONAL REQUIREMENTS</b> *on a case by case basis	
<b>For married women using spouse's name:</b> PSA Marriage Certificate or Report of Marriage (original, 1 photocopy)	PSA
<b>For married women who opt to revert to maiden name:</b> PSA annotated marriage certificate (original, 1 photocopy) Death Certificate of spouse (original, 1 photocopy)	PSA
<b>For dual citizens (RA9225):</b> Dual Citizenship documents:	Bureau of Immigration (BI) Foreign Service Posts (FSPs)



Identification Certificate or Oath of Allegiance or Order of Approval (present original, 1 photocopy) Foreign Passport (original, 1 photocopy)	
Old documents to establish identity: School Records Baptismal Certificate NBI Clearance	School Relevant Church NBI
<b>CORE REQUIREMENTS FOR MINORS</b>	
Printed Application Form <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph DFA
PSA Birth Certificate or Report of Birth (1 original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	DFA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost

Process	Processing Time	Fees	Person Responsible
<p><b>1. ONLINE APPLICATION</b> Applicant fills up online application form and sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a>.</p> <p>The form must be printed for presentation at the Embassy.</p> <p><b>COURTESY LANE</b></p> <ul style="list-style-type: none"> <li>~ Allowed walk-in for the following applicants:</li> <li>~ Senior citizens (60 years old and above)</li> <li>~ Minors 7 years old and below</li> <li>~ Pregnant women</li> <li>~ PWD</li> </ul> <p>For this category, forms shall be accomplished at the Embassy.</p>	30 minutes	None	<i>Applicant, OCA-PITS, APO</i>
<p><b>2. DAY OF APPOINTMENT FOR PROCESSING</b> On the day of scheduled appointment, the applicant presents the printed form to the receptionist to allow entrance into the Consular Section.</p>	5 minutes	None	<i>Applicant, Receptionist</i>
Applicant proceeds to the Consular Section waiting area and wait to be called for processing.	10-15 minutes waiting time	None	<i>Passport Processor</i>
Passport processor checks and verifies information on the application form and allows time for the applicant to correct errors, if any.	10-15 minutes	None	<i>Passport Processor, Applicant</i>
<b>3. PAYMENT</b>	5 minutes	60USD	<i>Cashier, Applicant</i>



After the form has been checked and verified, the applicant proceeds to the cashier to pay.			
<b>4. DATA CAPTURE</b> After payment, the applicant proceeds to the Passport Enrollment Room for the taking of biometric information.	10 minutes waiting time  10 minutes processing time	None	<i>Passport Processor</i>
<b>5. NOTIFICATION OF AVAILABILITY OF PASSPORT</b> Passports available for release will be posted on Facebook and on the Embassy's website (philippines-egypt.com)	After 4-6 weeks	None	<i>Passport Processor, Social Media Officer</i>
Once passport is indicated as available for release on the Embassy's website, the applicant sets an appointment to collect their passport. Appointments are booked at bit.ly/cairopeAPPOINTMENT	10 minutes	None	<i>Applicant</i>
<b>6. RELEASE OF PASSPORT</b> On the date of appointment to collect the passport, applicant presents their <i>receipt and old passport</i> (for cancellation).  Applicant should verify that all details in the passport are correct and acknowledge receipt of the new passport by signing on the signature pad.	20 minutes waiting time  10 minutes	None	<i>Passport Processor, Applicant</i>

**II. RENEWAL OF PASSPORT (includes Lost Passports)**

List of Requirements	Where to Get
Printed Application Form	passport.gov.ph
Current Passport (1 original, 1 photocopy of datapage)	DFA
<b>FOR MINOR APPLICANTS</b>	
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>	passport.gov.ph
Current ePassport (1 original, 1 photocopy of datapage)	DFA
Passport, PSA birth certificate, or Valid Government issued ID of accompanying parent, legal guardian, or authorized adult companion (1 original, 1 photocopy)	DFA, PSA, SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<b>ADDITIONAL REQUIREMENTS</b>	
<b>For lost valid passport:</b> Affidavit of Loss	Notary Public/Embassy Notarial Section



Police Report PSA Birth certificate (if no photocopy of passport) Valid ID or other proofs of identity  *Please note that there is a 15-day clearing period for lost valid passport applications	Relevant Police Station PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID
<b>For lost expired passport:</b> Affidavit of loss PSA Birth certificate (if no photocopy of passport) Valid ID	Notary Public/Embassy Notarial Section PSA SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City Hall, PhilPost, School ID

Process	Processing Time	Fees	Person Responsible
<b>1. ONLINE APPLICATION</b> Applicant fills up online application form and sets an appointment through <a href="http://passport.gov.ph">http://passport.gov.ph</a> .  The form must be printed for presentation at the Embassy.  <b>COURTESY LANE</b> ~ Allowed walk-in for the following applicants: ~ Senior citizens (60 years old and above) ~ Minors 7 years old and below ~ Pregnant women ~ PWD For this category, forms shall be accomplished at the Embassy.	30 minutes	None	<i>Applicant, OCA-PITS, APO</i>
<b>2. DAY OF APPOINTMENT FOR PROCESSING</b> On the day of scheduled appointment, the applicant presents the printed form to the receptionist to allow entrance into the Consular Section.	5 minutes	None	<i>Applicant, Receptionist</i>
Applicant proceeds to the Consular Section waiting area and wait to be called for processing.	10-15 minutes waiting time	None	<i>Passport Processor</i>
Passport processor checks and verifies information on the application form and allows time for the applicant to correct errors, if any.  <b>LOST PASSPORT</b> There is a mandatory 15-day clearing time before the applicant is requested to return to continue with the processing of their passport.	10-15 minutes	None	<i>Passport Processor, Applicant</i>



After the form has been checked and verified, the applicant proceeds to the cashier to pay for the passport processing.	5 minutes	60 USD  Lost passport: 150USD	<i>Cashier, Applicant</i>
<b>3. PAYMENT</b> After the form has been checked and verified, the applicant proceeds to the cashier to pay.	10 minutes waiting time  10 minutes processing time	None	<i>Passport Processor</i>
<b>4. DATA CAPTURE</b> After payment, the applicant proceeds to the Passport Enrollment Room for the taking of biometric information.	10 minutes waiting time  10 minutes processing time	None	<i>Passport Processor</i>
<b>5. NOTIFICATION OF AVAILABILITY OF PASSPORT</b> Passports available for release will be posted on Facebook and on the Embassy's website (philippines-egypt.com)	After 4-6 weeks	None	<i>Passport Processor, Social Media Officer</i>
Once passport is indicated as available for release on the Embassy's website, the applicant sets an appointment to collect their passport. Appointments are booked at <a href="http://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a>	10 minutes	None	<i>Applicant</i>
<b>6. RELEASE OF PASSPORT</b> On the date of appointment to collect the passport, applicant presents their <i>receipt and old passport</i> (for cancellation).  Applicant should verify that all details in the passport are correct and acknowledge receipt of the new passport by signing on the signature pad.	20 minutes waiting time  10 minutes	None	<i>Passport Processor, Applicant</i>

### III. TRAVEL DOCUMENT

List of Requirements	Where to Get
Accomplished Application Form	Consular Section
Copy of Philippine passport information page, if available	Applicant



Affidavit of Explanation (why applying for the TD)	Applicant		
If passport was lost, a Police Report	Corresponding police station		
If passport is not an ePassport, PSA birth certificate (original and 1 photocopy)	PSA		
Any form of identification may be required	Applicant		
For seafarers: Airplane ticket going to the Philippines Authorization of liaison officer to process TD	Employer	Applicant (seaman)	
Process	Processing Time	Fees	Person Responsible
<b>1. APPOINTMENT</b> Get appointment through email (seafarers) or through coordination with the ATN Section for most cases of emergency travel. Consular Section/Passport Processor sets appointment date and time.		None	Applicant  Passport Processor
<b>2. SUBMISSION OF DOCUMENTS</b> Submission of application form, affidavit and supporting documents to the Consular Section/Passport Processor.	10-15 minutes	None	Applicant, Passport Processor
<b>3. VERIFICATION</b> Processor checks and verifies documents submitted.	10-15 minutes	None	<i>Passport Processor</i>
<b>4. PAYMENT</b> Once all documents are in order, applicant is requested to proceed to the Cashier for payment.	10 minutes	30 USD Notarial Fee of 25 USD	<i>Cashier, Applicant</i>
<b>6. RELEASING</b> Applicant to return on the date of release	Within 3 days		Passport Processor

Feedback and Complaints	
How to send feedback?	<p>Fill-out the client feedback form distributed by 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>



<p>How to file a complaint?</p>	<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>