



## 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

#### DUAL CITIZENSHIP

List of Requirements	Where to Get
Duly Accomplished Petition Form	Embassy
PSA Birth Certificate or Report of Birth (1 original, 2 photocopies)	Philippine Statistics Authority (PSA)
<b>If married</b> , PSA Marriage Certificate or Report of Marriage (original, 2 photocopies)	PSA
Nine (9) passport-sized photographs- front view with white background	Applicant
Passport (original and three (3) photocopies of infopage)	DFA, Applicant
Three (3) photocopies of foreign passport, if not available, three (3) photocopies of Foreign National ID with English translation (or equivalent document)	Applicant
Three (3) photocopies of Certificate of Egyptian Citizenship with English translation	Applicant, Egyptian Immigration Office



(or equivalent certificate if applicant is a citizen of another country)	
Personal appearance	Applicant
<b>Derivative applicants for minor dependent children:</b> Three (3) passport sized pictures of each minor child	Applicant

Process	Processing Time	Fees	Person Responsible
<b>1. ONLINE APPOINTMENT</b> Applicant books an online appointment through <a href="http://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a>	15 minutes	None	<i>Applicant</i>
<b>2. DAY OF APPOINTMENT FOR PROCESSING</b> 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>
Processor checks and verifies information on the application form and submitted requirements. The processor allows time for the applicant to correct errors, if any.	10-15 minutes	None	<i>Passport Processor, Applicant</i>
<b>3. PAYMENT</b> After the documents have been checked and verified, the applicant proceeds to the cashier to pay.	5 minutes	50 USD  plus 25USD per minor derivative applicant	<i>Cashier, Applicant</i>
<b>4. SETTING OF APPOINTMENT</b> Processor sets appointment according to availability of both applicant and administering officer.	10 minutes	None	<i>Processor Applicant Administering Officer</i>
<b>5. DAY OF OATH TAKING</b> Processor prepares the necessary documents for the oath.	20-30 minutes	None	<i>Processor</i>
Applicant takes the oath before the administering officer. Administering will thereafter sign the documents.	10 minutes	None	<i>Applicant Administering Officer</i>
<b>6. RELEASE OF DUAL CITIZENSHIP DOCUMENTS</b> Personal copies of the dual citizenship are released to the applicant.  They may also proceed to passport processing or filing of Report of Birth, as necessary.	10 minutes	None	<i>Processor, Applicant</i>



<b>Feedback and Complaints</b>	
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>
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>