



## 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. **NON-IMMIGRANT VISAS** **9A Temporary Visitor's Visa**

List of Requirements	Where to Get
Duly accomplished application Form	visa.gov.ph
Signed copy of application form	Downloaded from visa.gov.ph
Copy of passport that is at least six (6) months valid beyond the intended stay in the Philippines	Applicant
Airline tickets with return flight not later than 30 days from date of arrival in the Philippines (except for foreign spouses and/or children of Filipino citizens who are travelling with the Filipino spouse/parent)	Airline company/ Travel agent
Hotel accommodation or proof of lodging	Hotel/ accommodation booked
Copy of Visa Application Confirmation Email received from visa.gov.ph or screenshot of "Success" pop-up	visa.gov.ph
Personal appearance	Applicant

<b>Additional requirements:</b>	
<p><b><u>Visa for Spouses or Children of Filipino nationals</u></b></p> <ul style="list-style-type: none"> <li>- If traveling with Filipino spouse/parent- invitation letter</li> <li>- If not traveling with Filipino spouse/parent, notarized invitation letter from Filipino spouse/parent (Note: Invitation letters must indicate the address and telephone number of the host in the Philippines with a copy of the spouse / parent's passport or ID)</li> <li>- For spouses of Filipino nationals- PSA issued marriage contract or marriage contract authenticated by the by the Ministry of Foreign Affairs (MFA) of the country they got married in</li> <li>- For children of Filipino nationals- Birth certificate authenticated by the Ministry of Foreign Affairs (MFA) of the country of birth, with English translation</li> </ul>	<p>Applicant's Filipino spouse/parent</p> <p>PSA or Egyptian Local Civil Registry and MFA</p>
<p><b><u>Visa for Temporary visitors (tourism, short trainings, etc.)</u></b></p> <p><i>If for business purposes:</i></p> <ul style="list-style-type: none"> <li>a. Letter from company stating the nature of the trip</li> <li>b. HR letter stating the monthly salary and position in the company</li> </ul> <p><i>If for tourism purposes:</i></p> <ul style="list-style-type: none"> <li>a. Proof of financial capability to travel: latest bank statement (account should contain at least US\$3,000.00 or its equivalent), certificate from employer stating monthly salary (optional)</li> </ul> <p><i>If the applicant is a minor:</i></p> <ul style="list-style-type: none"> <li>a. Birth Certificate, with English translation</li> <li>b. Letter that the parents guarantee/will be paying the expenses of the trip</li> <li>c. Bank statement of parent (account should contain at least US\$3,000.00 or its equivalent)</li> </ul>	<p>Inviting company</p> <p>Applicant's employer</p> <p>Applicant's bank</p> <p>Civil Registration Office, MFA Parents</p> <p>Applicant's bank</p>
<b><u>Documents in Arabic or other languages should be translated into English</u></b>	

Process	Processing Time	Fees	Person Responsible
<b>1. ONLINE APPLICATION FORM</b> Applicant accomplishes the visa application form at <a href="http://visa.gov.ph">visa.gov.ph</a>	30 minutes	None	<i>Applicant</i>
<b>2. SUBMISSION OF REQUIREMENTS BY EMAIL</b>		None	<i>Applicant</i>

Applicant collects all requirements and submits them to the Visa Section by email: <a href="mailto:cairoke.visa@gmail.com">cairoke.visa@gmail.com</a>			
<b>3. PROCESSING AND VERIFICATION OF SUBMITTED DOCUMENTS</b> The Embassy Visa Section processes and verifies the submitted documents. The Visa Officer may ask for clarification on documents submitted or ask for additional requirements.  Processing time may take longer depending on volume of applicants.	2-3 days	None	<i>Visa Processor</i>
<b>4. SUBMISSION FOR SECURITY CHECK AND AUTHORIZATION</b> All complete applications are submitted to the Philippines for security check and authorization to issue visa.	3-5 days	None	<i>Visa Processor, NICA, OCA-Visa</i>
<b>4. SETTING OF APPOINTMENT</b> Once security clearance is received, Visa Officer emails the applicant to inform them of the date and time of their appointment to personally appear at the Embassy to submit their documents and pay the visa fee.	Within 1 day from receipt of approval	None	<i>Visa Processor</i>
<b>6. DAY OF APPOINTMENT: submission and payment</b> Applicant submits their requirements and pays the visa fee.	10-15 minutes	USD40- single entry USD80- multiple entry 6 months USD120- multiple entry 1 year  Additional USD10 for expedited processing	<i>Applicant Cashier</i>
<b>7. RELEASE OF VISA</b> After payment, the applicant is informed when their visa will be available for release. For those who paid the expedited fee, the visa will be available the next day.	Within 3 days or next day for expedited processing	None	<i>Visa processor</i>

**II. Non-Immigrant Visa  
9C Seaman's Visa**

List of Requirements	Where to Get
Duly accomplished application form	Philippines-egypt.com/visas
Appointment coordinated with the Embassy's visa section	Cairo.pe@dfa.gov.ph/ cairope.visa@gmail.com
Copy of passport that is at least six (6) months valid beyond the intended stay in the Philippines	Applicant
Confirmed airline booking	Airline company/ Travel agent
Copy of Seaman's Book	Applicant
Notarized letter from Manning agency in the Philippines accompanied by copy of passport or ID of sponsor/host	Manning agency in the Philippines
Letter from Company's HR Office	Company
Personal appearance	Applicant

Process	Processing Time	Fees	Person Responsible
<p><b>1. EMAIL APPOINTMENT</b> Applicant contacts the Embassy's Visa Section through <a href="mailto:cairo.pe@dfa.gov.ph">cairo.pe@dfa.gov.ph</a> or <a href="mailto:cairope.visa@gmail.com">cairope.visa@gmail.com</a> to submit Letter Request from manning agency and to set an appointment.</p>		None	<i>Applicant</i>
<p><b>2. PROCESSING AND VERIFICATION OF SUBMITTED DOCUMENTS</b> The Embassy Visa Section processes and verifies the submitted documents. The Visa Officer may ask for clarification on documents submitted or ask for additional requirements.  Processing time may take longer depending on volume of applicants.</p>	1-2 days	None	<i>Visa Processor</i>
<p><b>3. SUBMISSION FOR SECURITY CHECK AND AUTHORIZATION</b> All complete applications are submitted to the Philippines for security check and authorization to issue visa.</p>	1-2 days	None	<i>Visa Processor, NICA, OCA-Visa</i>
<p><b>4. SETTING OF APPOINTMENT</b> Once security clearance is received, Visa Officer emails the applicant to inform them of the date and time of their appointment to personally appear at the Embassy to submit their documents and pay the visa fee.</p>	Within 1 day from receipt of approval	None	<i>Visa Processor</i>

<b>5. DAY OF APPOINTMENT: submission and payment</b> Applicant submits their requirements and pays the visa fee.	10-15 minutes	USD20	<i>Applicant Cashier</i>
<b>6. RELEASE OF VISA</b>	Within 3 days or next day for expedited processing	None	<i>Visa processor</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>