



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. AUTHENTICATION OF DOCUMENTS

List of Requirements	Where to Get
Appointment	bit.ly/cairopeAPPOINTMENT
Original and photocopy of document to be authenticated	Applicant
Documents issued in the host country should be authenticated by the Ministry of Foreign Affairs	MFA
Documents in Arabic or other language other than English should have an English translation	Translation agency
Personal appearance of applicant	Applicant
Authentication of Contracts- Skilled Worker	
Notarized Master Employment Contract, with English translation	Employer Notarized in Egypt
Notarized Individual Contract, with English translation	Authenticated by Ministry of Justice Stamped by Ministry of Foreign Affairs



Recruitment Agreement	
Special Power of Attorney authorizing the Recruitment Agency to act on behalf of the employer	
Contingency Plan	
Job Order or Manpower Request	Employer
Copy of Valid License of Philippine Recruitment Agency	Philippine Recruitment Agency
Affidavit of Undertaking	Employer
Copy of commercial registration or business license of the employer, with English translation	Employer
Photocopy of Prospective Employee's Passport	Employee
Photocopy of Prospective Employer's Passport	Employer
Additional for renewal of contracts: Photocopy of Employee's valid work permit/visa	Employer to process
Authentication of Contracts- Worker Hired by Diplomat/Official of International Organization	
Employment Contract	Employer Stamped by Employer's Office/Organization Stamped by MFA
Employer's Information Sheet	Employer
Statement of Undertaking	Employer
Certificate of Employment of Employer	Employer
Photocopy of Employer's Diplomatic ID and passport	Employer
Photocopy of Employee's Passport	Employee

Process	Processing Time	Fees	Person Responsible
1. BOOK ONLINE APPOINTMENT Applicant books an online appointment at bit.ly/cairopeAPPOINTMENT	5 minutes	None	<i>Applicant</i>
2. DAY OF APPOINTMENT/PROCESSING On the day of scheduled appointment, the applicant proceeds to the Consular Section waiting area and waits to be called for processing.	10-15 minutes waiting time	None	<i>Applicant, Processor</i>
Processor checks the completeness of the document/s for authentication. After the documents have been checked, the applicant is advised to proceed to the cashier for payment.	5-10 minutes	None	<i>Processor</i>
3. PAYMENT Applicant proceeds to cashier for payment.	10 minutes	USD25 per document	<i>Applicant Cashier</i>

		Additional USD10 for expedited processing	
4. RELEASE Applicant is advised when to return for the release of documents. No appointment is necessary just the presentation of service receipt.	Regular processing- 3 days Expedited processing- 1 day	None	<i>Processor</i>

II. ACKNOWLEDGMENT/ NOTARIZATION

List of Requirements	Where to Get
Appointment	bit.ly/cairopeAPPOINTMENT
Original and photocopy of document to be acknowledged or affidavit to be notarized	Applicant Affidavit templates at https://www.philippines-egypt.com/downloadable-forms
Passport (original and photocopy)	Applicant
Supporting documents	Applicant
Documents in Arabic or other language other than English should have an English translation	Translation agency
Personal appearance of applicant	Applicant

Process	Processing Time	Fees	Person Responsible
1. BOOK ONLINE APPOINTMENT Applicant books an online appointment at bit.ly/cairopeAPPOINTMENT	5 minutes	None	<i>Applicant</i>
2. DAY OF APPOINTMENT/PROCESSING On the day of scheduled appointment, the applicant proceeds to the Consular Section waiting area and waits to be called for processing.	10-15 minutes waiting time	None	<i>Applicant, Processor</i>
Processor checks the completeness of the document/s for acknowledgment or notarization. After the documents have been checked, the applicant is advised to proceed to the cashier for payment.	5-10 minutes	None	<i>Processor</i>
3. PAYMENT Applicant proceeds to cashier for payment.	10 minutes	USD25 per document Additional USD10 for	<i>Applicant Cashier</i>



		expedited processing	
4. RELEASE Applicant is advised when to return for the release of documents. No appointment is necessary just the presentation of service receipt.	Regular processing- 3 days Expedited processing- 1 day	None	<i>Processor</i>

III. CERTIFICATION

List of Requirements	Where to Get
Appointment	bit.ly/cairopeAPPOINTMENT
Accomplished Certification Application Form	Embassy
Passport (original and photocopy)	Applicant
Supporting documents	Applicant
Documents in Arabic or other language other than English should have an English translation	Translation agency
Personal appearance of applicant	Applicant

Process	Processing Time	Fees	Person Responsible
1. BOOK ONLINE APPOINTMENT Applicant books an online appointment at bit.ly/cairopeAPPOINTMENT	5 minutes	None	<i>Applicant</i>
2. DAY OF APPOINTMENT/PROCESSING On the day of scheduled appointment, the applicant proceeds to the Consular Section to fill out the Certification Application Form while waiting area and waits to be called for processing.	10-15 minutes waiting time	None	<i>Applicant, Processor</i>
Processor checks the completeness of the application. The applicant is then advised to proceed to the cashier for payment.	5-10 minutes	None	<i>Processor</i>
3. PAYMENT Applicant proceeds to cashier for payment.	10 minutes	USD25 per document Additional USD10 for expedited processing	<i>Applicant Cashier</i>
4. RELEASE Applicant is advised when to return for the release of the certification. No		None	<i>Processor</i>

appointment is necessary just the presentation of service receipt.	Regular processing- 3 days		
	Expedited processing- 1 day		

IV. NBI CLEARANCE (Fingerprinting only)

Process covered is only for new applications or renewal of NBI Clearance issued before 2014

List of Requirements	Where to Get
Appointment	bit.ly/cairopeAPPOINTMENT
At the Embassy	
NBI Form 5	Embassy
1 Passport sized photo	Applicant
Passport (original and 1 photocopy)	Applicant
Personal appearance of applicant	Applicant
Submission to NBI in the Philippines BY MAIL Emelyn M. Aoanan Chief, Information and Communication Technology Division 4th Floor, NBI Clearance Building UN Avenue, Ermita, Manila	
Online application	https://clearance.nbi.gov.ph
Copy of old NBI Clearance	Applicant
Copy of passport page	Applicant
Two 2x2 photos	Applicant
Processing fee of Php200.00	Applicant
Certification	Embassy
Fingerprint card	Embassy
Submission to NBI in the Philippines BY AUTHORIZED REPRESENTATIVE Authorized representative to submit documents at: Mailed Clearance Section 3rd Floor, NBI Clearance Building UN Avenue, Ermita, Manila	
Online application	https://clearance.nbi.gov.ph
Authorization letter/SPA of the representative	Applicant
Valid ID of the representative	Representative
If renewal, copy of old NBI Clearance	Applicant
Copy of passport page	Applicant
Two 2x2 photos	Applicant
Processing fee of Php200.00	Applicant
Certification	Embassy
Fingerprint card	Embassy

Process	Processing Time	Fees	Person Responsible
1. BOOK ONLINE APPOINTMENT Applicant books an online appointment at bit.ly/cairopeAPPOINTMENT	5 minutes	None	<i>Applicant</i>

<p>2. DAY OF APPOINTMENT/PROCESSING On the day of scheduled appointment, the applicant proceeds to the Consular Section waiting area and waits to be called for processing.</p>	10-15 minutes waiting time	None	<i>Applicant, Processor</i>
<p>3. PROCESSING Processor requests applicant to fill out NBI Form 5.</p>	5-10 minutes	None	<i>Applicant Processor</i>
<p>Processor checks completeness of the form and attaches the applicant's photo to the form. Processor assists the applicant in taking his fingerprints.</p>	10-15 minutes	None	<i>Applicant Processor</i>
<p>4. PAYMENT Applicant proceeds to cashier for payment.</p>	10 minutes	USD25 per document Additional USD10 for expedited processing	<i>Applicant Cashier</i>
<p>5. RELEASE Applicant is advised when to return for the release of their Certification and Fingerprint Card. No appointment is necessary just the presentation of service receipt.</p>	Regular processing- 3 days Expedited processing- 1 day	None	<i>Processor</i>
<p>6. SUBMISSION TO NBI By Mail Applicant completes the online application form at https://clearance.nbi.gov.ph and sends the requirements by mail to the NBI Office in Ermita, Manila. By Authorized Representative Applicant completes the online application form at https://clearance.nbi.gov.ph and sends the requirements by an authorized representative to the NBI Office in Ermita, Manila.</p>		PHP200	<i>Applicant</i>

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 cairo.pe@dfa.gov.ph</p>



<p>How to file a complaint?</p>	<p>Complaints may be sent via email: cairo.pe@dfa.gov.ph</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"> -Full name of the person who is the subject of the complaint -Describe the incident
<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 cairo.pe@dfa.gov.ph</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>