



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
 - . First Time Applicants
 - . Renewal of Passport (Including Lost Passports)
 - . Travel Document
4. Dual Citizenship
5. Visa Services
 - . 9A Temporary Visitor's Visa
 - . 9C Seaman's Visa



4. DUAL CITIZENSHIP

| Office or Division: | Consular Section | | | |
|---|--|--|-----------------|--------------------|
| Classification: | Complex Transaction | | | |
| Type of Transaction: | GtoC | | | |
| Who may avail: | Filipino Citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Duly Accomplished Petition Form | | Embassy | | |
| PSA Birth Certificate or Report of Birth (1 original, 2 photocopies) | | Philippine Statistics Authority (PSA) | | |
| If married , 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 info page) | | 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 Foreign Citizenship with English translation (or equivalent certificate if applicant is a citizen of another country) | | Applicant, Concerned Immigration Office | | |
| Personal appearance | | Applicant | | |
| Derivative applicants for minor dependent children: Three (3) passport sized pictures of each minor child | | Applicant | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Book an online appointment through bit.ly/cairopeAPPOINTMENT | | None | 15 minutes | Applicant |
| 2. Proceed to the Consular Section waiting area and wait to be called for processing. | Allow entry into the Consular Section. | None | 10 minutes | Passport Processor |



| | | | | |
|--|---|---|--|--|
| 3. Submit complete documents. | Check and verify information on the application form and submitted requirements. The processor allows time for the applicant to correct errors, if any. | None | 10-15 minutes | Passport Processor, Applicant |
| 4. Proceed to the cashier to pay after the documents have been checked and verified. | Receive the payment and issue official receipt. | 50 USD (plus 25USD per minor derivative applicant) | 5 minutes | Cashier, Applicant |
| | Set appointment according to availability of both applicant and administering officer. | None | 10 minutes (3-5 days for the oath taking) | Processor Applicant Administering Officer |
| 5. Proceed to the Embassy for oath taking. | Prepare the necessary documents for the oath. | None | 20-30 minutes | Processor |
| 6. Take the oath before the administering officer. | Sign the documents. | None | 10 minutes | Applicant Administering Officer |
| | Release the personal copies of the dual citizenship to the applicant. | None | 10 minutes | Processor, Applicant |
| SUBTOTAL | | USD 60 | 7 days | |
| TOTAL | | USD 60 | 7 days | |

5. VISA SERVICES

A. 9A Temporary Visitor's Visa