



## **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



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Book an online appointment at <a href="https://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a>		None	5 minutes	Applicant
2. Proceed to the Consular Section waiting area on the day of confirmed appointment and wait to be called for processing.	Request the applicant to submit necessary requirements.	None	10-15 minutes	Civil Registration Processor
3. Submit the required documents.	Verify the completeness of the documents and interview the applicant.	None	5-10 minutes	Civil Registration Processor
4. Pay the processing fee to the cashier.	Collect payment and issue an official receipt.	USD 50	5-10 minutes	Cashier, Applicant
	Post the petition at a conspicuous place at the Embassy.	None	10 days	Civil Registration Processor
5. Await decision from the consular officer.	Decide whether to grant the petition or not.	None	Within 3 days of completion of publication requirement	Consul General, Consul, Vice Consul
<b>SUBTOTAL</b>		USD 50	14 days	
<b>TOTAL</b>		USD 50	14 days	

### 3. PASSPORT SERVICES



## A. APPLICATION (First Time Applicants)

This service is available for first time passport applicants

<b>Office or Division:</b>	Consular Section
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	GtoC
<b>Who may avail:</b>	Filipino Citizens
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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> <ul style="list-style-type: none"> <li>PSA-issued Birth Certificate or PSA Report of Birth (original, 1 photocopy)</li> <li>Notarized Affidavit of Explanation</li> <li>Latest-issued Philippine Passport or Travel Document</li> </ul>	PSA
<b>For dual citizens (RA 9225):</b> <ul style="list-style-type: none"> <li>Identification Certificate or Oath of Allegiance or Order of Approval (present original, 1 photocopy)</li> <li>Foreign Passport (original, 1 photocopy)</li> <li>School Records</li> <li>Baptismal Certificate</li> <li>NBI Clearance</li> </ul>	Bureau of Immigration (BI) Foreign Service Posts (FSPs)  School Relevant Church NBI
CORE REQUIREMENTS FOR MINORS	
Printed Application Form *children below 7 years old may avail the courtesy lane	passport.gov.ph



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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill up an online application form and set 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> Allowed walk-in for the following applicants:</p> <ul style="list-style-type: none"> <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>		None	30 minutes	Applicant, OCA-PITS, APO
2. Present the printed form to the receptionist.	Allow entry into the Consular Section.	None	3 minutes	Applicant, Receptionist
3. Proceed to the Consular Section waiting area.	Call the applicant to submit his/her application form.	None	10-15 minutes waiting time	Passport Processor
	Check and verify information on the application form and allow time for the applicant to correct errors, if any.	None	10-15 minutes	Passport Processor, Applicant



4. Pay the processing fee.	Receive the payment and issue an official receipt.	USD 60	5 minutes	Cashier, Applicant
5. Proceed to the Passport Enrollment Room for the taking of biometric information.	Take the biometric information of the applicant.	None	10-15 minutes	Passport Processor
	Send passport application to Manila.	None	3 weeks or more	OCA, APO
6. Set an appointment at <a href="http://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a> once it is indicated as available for release on the Embassy's website.		None	3-5 minutes	Applicant
7. Get the passport on the date of appointment and present receipt and old passport (for cancellation).  <i>Applicant should verify that all details in the passport are correct and acknowledge receipt of the new passport by signing on the signature pad.</i>	Release the passport.	None	10-15 minutes	Passport Processor
<b>SUBTOTAL</b>		USD 60	30 days	
<b>TOTAL</b>		USD 60	30 days	

## B. PASSPORT RENEWAL (including Lost Passports)

<b>Office or Division:</b>	Consular Section
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	GtoC



Who may avail:		Filipino Citizens		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Printed Application Form		passport.gov.ph		
Current Passport (1 original, 1 photocopy of datapage)		DFA		
Printed Application Form with E-Receipt <i>*children below 7 years old may avail the courtesy lane</i>				
Current ePassport (1 original, 1 photocopy of data page)		PSA		
Passport, PSA birth certificate, or Valid Government issued ID of accompanying parent, legal guardian, or authorized adult companion (1 original, 1 photocopy)		PSA		
ADDITIONAL REQUIREMENTS				
<b>For lost valid passport:</b> Affidavit of Loss Police Report PSA Birth certificate (if no photocopy of passport) Valid ID or other proofs of identity		Notary Public/Embassy Notarial Section 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		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up an online application form and set 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> <i>Allowed walk-in for the following applicants:</i>		None	30 minutes	Applicant, OCA-PITS, APO



<ul style="list-style-type: none"> <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><i>For this category, forms shall be accomplished at the Embassy.</i></p>				
2. Present the printed form to the receptionist.	Allow entry into the Consular Section.	None	3 minutes	Applicant, Receptionist
3. Proceed to the Consular Section waiting area.	Call the applicant to submit his/her application form.	None	10-15 minutes waiting time	Passport Processor
	Check and verify information on the application form and allow time for the applicant to correct errors, if any.	None	10-15 minutes	Passport Processor, Applicant
4. Pay the processing fee.	Receive the payment and issue official receipt.	USD 60  Lost Valid and expired ePassport: USD 150  MRP/Green Passport USD 90	5 minutes	Cashier, Applicant
5. Proceed to the Passport Enrollment Room for the taking of	Take the biometric information of the applicant.	None	10-15 minutes	Passport Processor



biometric information.	Send passport application to Manila.	None	3 weeks or more	OCA, APO
6. Set an appointment at <a href="http://bit.ly/cairopeAPPOINTMENT">bit.ly/cairopeAPPOINTMENT</a> once it is indicated as available for release on the Embassy's website.		None	3-5 minutes	Applicant
7. Get the passport on the date of appointment and present receipt and old passport (for cancellation).  <i>Applicant should verify that all details in the passport are correct and acknowledge receipt of the new passport by signing on the signature pad.</i>	Release the passport.	None	10-15 minutes	Passport Processor
<b>SUBTOTAL</b>		60,90, or 150 USD depending on the type of passport	30 days	
<b>TOTAL</b>			30 days	

### C. ISSUANCE OF TRAVEL DOCUMENT

<b>Office or Division:</b>	Consular Section
<b>Classification:</b>	Simple Transaction
<b>Type of Transaction:</b>	GtoC
<b>Who may avail:</b>	Filipino Citizens
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
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 For seafarers: Airplane ticket going to the Philippines Authorization of liaison officer to process TD		Applicant  Employer/ Applicant (seaman)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get appointment through email (seafarers) or through coordination with the ATN Section for most cases of emergency travel.	Set an appointment date and time.	None	3-5 minutes	Passport Processor
2. Submit the application form, affidavit, and supporting documents to the Consular Section/Passport Processor.	Check and verify the documents submitted.	None	10-15 minutes	Passport Processor
3. Proceed to the Cashier for payment.	Collect the payment and issue receipt.	30 USD Notarial Fee of 25 USD	5 minutes	Cashier
4. Return on the date of release	Issue the travel document.	Within 3 days	None	Passport Processor
<b>SUBTOTAL</b>		USD 55	3 days	
<b>TOTAL</b>		USD 55	3 days	



	Quality Feedback Report (SQFR) to relevant external regulatory bodies. A copy of the report will be uploaded in the <a href="#">DFA Official Website</a> .
How do I file a complaint?	<p>Complaints may be sent via email: <a href="mailto:cairo.pe@dfa.gov.ph">cairo.pe@dfa.gov.ph</a> or through private message of our social media accounts:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.facebook.com/PHinEgypt">Facebook.com/PHinEgypt</a></li> <li>• Instagram @PHinEgypt</li> </ul> <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>• Description of the incident</li> <li>• Evidence, if any</li> </ul>
How are complaints processed?	<p>Complaints received are properly acknowledged and will be forwarded to the concerned Supervising Officer for evaluation.</p> <p>The person/office complained will be asked for an explanation. After receipt of the reply, the Supervising Officer will prepare a report and submit it to the Head of Post.</p> <p>The Embassy will provide feedback to the client on the complaint.</p>
Contact Information of Anti-Red Tape Authority (ARTA), Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan (CCB)	<p>ARTA 8478 5091 8478 5099 <a href="mailto:complaints@arta.gov.ph">complaints@arta.gov.ph</a></p> <p>PCC 8888</p> <p>CCB 0908 881 6565 (SMS)</p>

Office / Foreign Service Post	Address	Contact Information
Philippine Embassy in Egypt	9 Street 215, Maadi as Sarayat Al Gharbayah, Maadi, Cairo Governorate 4213041	<p>Mobile/WhatsApp: +20 1288951110</p> <p>Email: <a href="mailto:cairo.pe@dfa.gov.ph">cairo.pe@dfa.gov.ph</a></p>