

REQUIREMENTS FOR FILING A REPORT OF BIRTH
(may be done personally or by mail, subject to conditions)

IMPORTANT: Please read the requirements carefully.

The Philippine Embassy will not proceed with the processing of an application unless all requirements are complied with. All documents must be in English, or must be accompanied by an official English translation. International versions of German civil registry documents with built-in English translation are preferred. Original documents from the Philippines should have been issued by the Philippine Statistics Authority (PSA), formerly known as the National Statistics Office, and authenticated (with red ribbon) by the Department of Foreign Affairs (DFA). The consular officer may require additional proof or documents from the applicant depending on circumstances of the application.

1. Accomplished *Report of Birth* form – 4 original forms must be filled out and entries must be type-written or printed legibly.
2. **Birth Certificate (*Auszug aus dem Geburtseintrag – Formula A*)** – 1 original and 4 photocopies. The Formula A already contains an English translation.

3. **Original Passport of the Philippine Parent/s – 4 photocopies.**

4. Marriage Contract of Parents (parents are married and child uses father's surname) – 1 original and 4 photocopies.

If married in the Philippines, the original Marriage Contract must be issued by PSA and authenticated by DFA.

If married in Germany or elsewhere, present **Formula B (*Auszug aus dem Heiratsantrag*)** or **Report of Marriage**

issued by the Philippine Embassy/Consulate. If none, a report of marriage must be filed at the Embassy/Consulate that has jurisdiction over the place of marriage.

If parents are now naturalized German citizens, please provide **Einbürgerungsurkunde (with English translation)** of the mother/father, as well as copy of their last Philippine Passport (to be used to verify the child's citizenship)

5. **For illegitimate children** where the mother is a Filipino citizen, the mother must appear personally and present her birth certificate to show proof of her maiden surname – 1 original and 4 photocopies.

If parents are not married, and they agree that their child shall use the surname of the father, four original-signed affidavits of the following must be provided:

5.1 Affidavit of Acknowledgement / Admission of Paternity - (to be executed by the father of the child) or Private Handwritten Instrument (handwriting of the father and duly signed by him where he expressly recognizes the paternity of the child during his lifetime).

5.2 Affidavit to use the Surname of the Father (will be executed based on the following conditions during the time of the application of the Report of Birth):

For applicants 0-6 years of age - to be executed by the mother/guardian

For applicants 7-17 years of age - to be executed by the child plus Sworn Attestation of mother/guardian

For applicants 18 years of age and above - the applicant will execute an affidavit.

6. **Affidavit of Delayed Registration – 4 originals.** An affidavit must be filed if the birth was not registered within one year from the date of birth. If filed by mail, the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.

REMINDER: When requested, the person who shall execute an affidavit may need to appear personally at the Philippine Embassy or to the nearest Honorary Consul and each affidavit must be in four (4) copies, each copy must be originally signed and with photocopy of the passport's data page of the person who executed an affidavit. The Honorary Consul may recommend that the applicant proceed to the Philippine Embassy in Berlin to directly file applications for illegitimate children that shall use the surname of the father.

7. SCHEDULE OF FEES

Report of Birth	Euro 22.50
<u>Additional fees (if applicable)</u>	
Affidavit of Delayed Registration	Euro 22.50
Affidavit of Acknowledgment of Paternity (AAP)	Euro 22.50
Affidavit to use the surname of Father (AUSF)	Euro 22.50
Sworn attestation	Euro 22.50
Certification to be issued by the Embassy if AAP and AUSF will be filed	Euro 22.50

8. **Self-addressed return envelope with Euro 3,95 postage stamps for registered mail (Einschreiben).**

If applying by mail, please pay the fees by bank transfer. Send EXACT amount and enclose proof of payment (Überweisungsbeleg). If applying with the Honorary Consular Posts, please use their own bank details.

Fees paid by bank transfer cannot be refunded by the Philippine Embassy in Berlin.

Bank details of the Philippine Embassy Berlin

Name	:	Philippinische Botschaft
IBAN	:	DE 83 380 700 590 1950229 00
BIC	:	DEUT DE DK380