



## **REPORT OF BIRTH** *(for Filipino citizens born abroad)*

### **Checklist of Requirements**

- [ ] 1. Three (3) copies of the duly accomplished Report of Birth Form . Complete all the entries to avoid unnecessary delay.
- [ ] 2. One (1) original and two (2) extra copies of the child's Birth Certificate issued by local authorities , bearing both parents' names (with English translation if the document is not in English) and authenticated by the Ministry of Foreign Affairs in the country of birth.
- [ ] 3. Three (3) photocopies of the passports of both parties.
- [ ] 4. Copy of the marriage certificate of the parents, if married.
- [ ] 5. Payment of Report of Marriage Fee of NOK 175,00 (*cash payment or direct bank deposit only*). For Reports of Birth filed by mail, please add a postage fee of NOK150 for Norway and NOK 200 for Denmark, Sweden, Finland or Iceland to cover the cost of mailing the processed Report of Birth back to the applicant.

Reports of Birth may be filed either by mail or in person at the Consular section of the Embassy which is open from 0900H to 1400H, Mondays thru Fridays, except during Philippine and Norwegian holidays.

The Embassy will forward one copy of the Report of Birth to the National Statistics Office (NSO) in the Philippines. Another copy will be kept as part of the Embassy's records and the third copy will be given to the applicant. You may retrieve the NSO-certified Birth Certificate from the Philippines within three to four months after filing the Report of Birth at the Embassy.

### **Important Instructions in Filling Up the Report of Marriage Form**

- Please leave the Date of Report and ID# fields blank. The Embassy will fill up this part.
- For all fields requiring dates, please use the dd-MMM-yyyy format (e.g. 23-FEB-2012, 1-NOV-1984)
- Please do not forget to affix by hand the signature in the fields provided for Signature of Parent/s. The attending doctor or nurse at the time of the birth may sign if the parent is unable to do so.
- The Embassy's Report of Birth Form (PDF format) is now fillable. You may enter information as needed and then print out the form with the entries typed-in. Please note that, although you can save the blank form, the content cannot be saved if you are using Adobe Acrobat Reader. You need to print out the form after filling it in.
- If filling the form by hand, please write legibly and please use BLOCK CAPITAL letters.



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