

# PASSPORTS

## I. STEP ONE : ON-LINE APPLICATION

APPLICANTS ARE ADVISED TO FOLLOW THE APPLICABLE ON-LINE STEPS BELOW.

### A. On-line Scheduling Steps for Applicants RENEWING their Philippine Passports

1. Fill-in and print out the Passport Application Form via the following link to automatically access the form:

[http://www.philembassy.no/sites/default/files/downloads/e-passport\\_application\\_form\\_2015\\_fillable\\_2.pdf](http://www.philembassy.no/sites/default/files/downloads/e-passport_application_form_2015_fillable_2.pdf)

Note that the Passport Application Form is fillable and may be filled-up electronically before printing.

2. Scan the following documents:
    - a. Your accomplished ePassport application form
    - b. The Data Page of your old or expiring passport (i.e. The data page is the front page of your passport that contains your picture and other information.)
    - c. Copy of your residence permit
  3. Attach all three (3) scanned documents to your email.
  4. On the subject line of your email, indicate "Renewal of Passport"
- Send your email with attachments to [consularoutreach.cph@philembassy.no](mailto:consularoutreach.cph@philembassy.no) **no later than 3:00 pm of 3 August 2017 (Thursday).**

**Online passport application slots will be issued on a first-come, first-served basis. We will be able to accommodate only the first 350 applicants who have complete/correct submissions by email.** As soon as your slot has been set, the Embassy will send you a confirmation email.

### B. On-line Scheduling Steps for FIRST TIME Passport Applicants (children born in the Nordic Region to a Filipino parent) with Report of Birth.

1. The parent/s should fill-in and print out the Report of Birth form from the Philippine Embassy website ([www.philembassy.no](http://www.philembassy.no)) or click directly on the following links to automatically access the form:

[http://www.philembassy.no/sites/default/files/downloads/oslo\\_pe\\_2014\\_revised\\_report\\_of\\_birth\\_form.pdf](http://www.philembassy.no/sites/default/files/downloads/oslo_pe_2014_revised_report_of_birth_form.pdf)

The online Report of Birth Form is fillable so applicants are advised to fill-in all the details before printing it out. Do not forget to sign the form before scanning it.

2. The parent/s should fill-in and print out the Passport Application Form from the website, or click directly on the following link to automatically access the form

[http://www.philembassy.no/sites/default/files/downloads/e-passport\\_application\\_form\\_2015\\_fillable\\_2.pdf](http://www.philembassy.no/sites/default/files/downloads/e-passport_application_form_2015_fillable_2.pdf)

3. Scan the following:

- a. The accomplished ePassport application form
- b. The accomplished Report of Birth form duly signed by the parent/s
- c. Other documents required for the Report of Birth including the child's birth certificate duly authenticated by the **Foreign Ministry**, copies of the parents' passports and copy of the parents' marriage certificate.

4. Attach all scanned documents to your email.

5. On the subject line of your email, indicate "First Time Applicant with Report of Birth". Send your email with attachments to [consularoutreach.cph@philembassy.no](mailto:consularoutreach.cph@philembassy.no) **no later than 3:00 pm of 3 August 2017 (Thursday).**

6. **Online passport application slots will be issued on a first-come, first-served basis. We will be able to accommodate only the first 350 applicants who have complete/correct submissions by email.** As soon as your slot has been set, the Embassy will send you a confirmation email.

### **C. Report of Birth of Child Born in the Nordic Region (Norway, Denmark, Finland, Iceland and Sweden) of Filipino Parents**

Births of Filipino citizens abroad must be reported and duly registered. The Philippine Embassy registers births of Filipino citizens in Norway, Denmark, Finland, Iceland and Sweden. The Report of Birth (ROB) should be done within 12 months of the date of the child's birth.

The documentary requirements for filing the Report of Birth are the following:

1. Four (4) accomplished Report of Birth forms ([http://www.philembassy.no/sites/default/files/downloads/oslo\\_pe\\_2014\\_revised\\_report\\_of\\_birth\\_form.pdf](http://www.philembassy.no/sites/default/files/downloads/oslo_pe_2014_revised_report_of_birth_form.pdf)) with original signatures
2. One (1) original and three (3) photocopies of the Birth Certificate with English text authenticated by the Danish Ministry of Foreign Affairs. If the document is not in English, please submit an **English translation** of the birth certificate.
3. Four (4) photocopies of both parents' passports.
4. If parents are married, specifically at the time of birth, photocopy of authenticated PSA-issued Marriage Contract (MC) if married in the Philippines or Report of Marriage

(ROM) issued by the Embassy of the Philippines (or Consulate General of the Philippines) in the country where the marriage was solemnized.

If parents are not married, the child may use the surname of the father “if their filiation has been expressly recognized by the father through the record of birth appearing in the civil register, or when an admission in a public document or private handwritten instrument is made by the father.” (Section 1, Republic Act No. 9255, 24 February 2004). Based on Administrative Order No. 1 Series of 2016 of R.A. No. 9255, the following documents shall be filed at the Local Civil Registry Office (LCRO) or Philippine Foreign Service Post (PFCP) for registration:

- Affidavit of Admission of Paternity (AAP) to be executed by the father.
- Private Handwritten Instrument (PHI) to be executed by the father
- Affidavit to Use the Surname of the father (AUSF) to be executed by the applicant, mother or guardian
- Sworn Attestation to be executed the mother or guardian

\*AAP and AUSF should be personally presented and signed by the concerned parent before a Consular Officer. These Legal Instruments will be processed through JURAT (with eyelet and red ribbon) that bears the official seal of the Philippine Foreign Service Post, and registered in the Registry Book of Legal Instruments. A Certificate of Registration (CoR) will be issued by the Philippine Embassy or Consulate General to the applicant (two Legal Instruments in one Certificate is acceptable). Both the AAP/PHI and AUSF should be prepared in 4 copies.

\*\*if one parent is not a Filipino citizen, the affidavit of admission of paternity must be first stamped by a Notarius Publicus and duly authenticated by the Danish Ministry of Foreign Affairs.

5. Affidavit of Delayed Registration if submitted after one year.

6. Fees:

<b>Service</b>	<b>Consular Fee in Norwegian Kroners</b>
Report of Birth	NOK 225
Affidavit of Admission of Paternity (AAP)	NOK 225
Private Handwritten Instrument (PHI)	NOK 225
Affidavit to Use the Surname of the father (AUSF)	NOK 225
Certificate of Registration (CoR)	NOK 225
Authentication	NOK 225
Affidavit of Delayed Registration	NOK 225
Postage Fee for Denmark	NOK 260

The Report of Birth (ROB) is an online fill-able PDF file. If the forms will be accomplished by hand, the information should be written in legible block letters using black or blue ink. Parents must sign the ROB form.

The Report of Birth must be filed within 12 months from the date of birth. If the ROB is filed after 12 months from the date of birth, an Affidavit of Late Registration must be accomplished. The late registration fee of NOK 225.00 will apply.

The Embassy will convey the Report of Birth and annexed documents to the Philippine Statistics Authority (PSA) of the Philippines. It takes about three to four months for the ensuing Philippine Certificate of Birth to be available for ordering from the PSA in the Philippines.

Note: The Philippine Embassy in Oslo, Norway assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted

Send your email with attachments to [consularoutreach.cph@philembassy.no](mailto:consularoutreach.cph@philembassy.no) **no later than 3:00 pm of 3 August 2017 (Thursday).**

#### **D. On-line Scheduling Steps for Passport Renewal with Change of Name due to Marriage and with (Report of Marriage)**

1. Fill-in and print out the Report of Marriage form from the Philippine Embassy website ([www.philembassy.no](http://www.philembassy.no)) or click directly on the following links to automatically access the form:

Report of Marriage

[http://www.philembassy.no/sites/default/files/downloads/oslo\\_pe\\_2014\\_revised\\_report\\_of\\_marriage\\_fillable.pdf](http://www.philembassy.no/sites/default/files/downloads/oslo_pe_2014_revised_report_of_marriage_fillable.pdf)

The online Report of Marriage Form is fillable so applicants are advised to fill-in all the details before printing it out. Do not forget to sign the form before scanning it.

2. Fill-in and print out the Passport Application Form from the website, or click directly on the following link to automatically access the form

[http://www.philembassy.no/sites/default/files/downloads/e-passport\\_application\\_form\\_2015\\_fillable\\_2.pdf](http://www.philembassy.no/sites/default/files/downloads/e-passport_application_form_2015_fillable_2.pdf)

3. Scan the following:
  - a. The accomplished ePassport application form
  - b. The accomplished Report of Marriage form duly signed by the husband and wife
  - c. Other documents required for the Report of Marriage including the couple's marriage certificate duly authenticated by the Danish Foreign Ministry, and copies of the couple's passports and birth certificates.
4. Attach all scanned documents to your email.
5. On the subject line of your email, indicate "Renewal with Change of Name and Report of Marriage".
6. Send your email with attachments to [consularoutreach.cph@philembassy.no](mailto:consularoutreach.cph@philembassy.no) **no later than 3:00 pm of 3 August 2017 (Thursday).**

## II. STEP TWO: ON THE DAY OF YOUR SLOT

The applicant must be sure to observe the following requirements on the day of his or her slot:

1. In the Embassy's confirmation email, each passport applicant will be given a specific time schedule. Applicants are advised to show up at the venue about 10 minutes prior to their designated time-slot. Latecomers will not be entertained. ***Due to the limited size of the venue and to prevent overcrowding, applicants are also discouraged from arriving too early for their scheduled slots.***
2. For applicants applying **ONLY** for civil registry documents (Reports of Birth/Marriage) applicants may submit their applications at any time with the requirements and payment. However, the application will not be processed on site but instead will be done and sent via mail at a later date.
3. Bring all your **original** form and documents, which you have scanned or emailed to the Embassy previously. **This includes the old passport which you will be renewing.**
4. Bring your payment, in **Norwegian kroners (CASH)**, for the consular service you are applying for. If possible, please bring the exact amount.

Service	Consular Fee in Norwegian Kroners	Remarks
Passport (New or Renewal)	NOK 540	For replacement of lost passport, the fee is NOK 810 if the lost passport is not an e-Passport and NOK 1350 if it is an e-Passport, an Affidavit of Loss is also required.
Report of Birth	NOK 225	
Report of Marriage	NOK 225	
Postage	NOK 200	NOK260 with ROM/ROB

Other fees:

Service	Consular Fee in NOK	Remarks
Affidavit of Admission of Paternity (AAP)	NOK 225	As needed for Reports of Birth.
Private Handwritten Instrument (PHI)	NOK 225	
Affidavit to Use the Surname of the father (AUSF)	NOK 225	
Certificate of Registration (CoR)	NOK 225	
Authentication	NOK 225	
Affidavit of Delayed Registration	NOK 225	
Postage Fee for Denmark	NOK 260	
Affidavit of loss	NOK 250	
Affidavit of Mutilation	NOK 250	

5. Applicants do not need to bring passport pictures. Photos and applicant's biometrics will be taken by the Embassy team during the consular service.
6. Please note that the average turn-around time for the delivery of the new passport to the applicants is around 11-12 weeks
7. *A maximum of three (3) members of the family may share one (1) postage fee covering the mailing of the passports to one (1) common address. In your email to the Embassy, kindly indicate the names of the family members who will be sharing one (1) postage.*

To avoid any further delays, the Embassy also recommends that applicants already have their old passports cancelled during the outreach service. Applicant who need to travel while waiting for their new passport to arrive may opt not to have their old passport cancelled during the outreach service. However, they will need to mail this to the Embassy for cancellation before they can receive their new passports.

For further information/clarification regarding the mobile consular outreach in Copenhagen, please send an email to [consularoutreach.cph@philembassy.no](mailto:consularoutreach.cph@philembassy.no) with the subject line, "INQUIRY".