

CHECKLIST OF REQUIREMENTS FOR FILING A REPORT OF BIRTH OF A FILIPINO NATIONAL

(Please include this Checklist when submitting your application and mark the documents you have submitted, and ensure that you provide your contact details to avoid delays.)

APPLICANT'S NAME: _____

CONTACT DETAILS: _____

IMPORTANT:

- **A Report of Birth and related documents may be filed in person or by mail. Submissions by mail are subject to additional requirements as noted below. The Consulate will NOT process an application unless all requirements are complete.**
- **All documents must be in English or 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 be issued by the Philippine Statistics Authority (PSA).**
- **The Consulate may require additional documents from the applicant depending on the circumstances of the application.**
- **For any inquiries or clarifications, please email civilregistry.frankfurtpcg@gmail.com.**

BASIC REQUIREMENTS	
<input type="checkbox"/> ACCOMPLISHED REPORT OF BIRTH FORM. Type-written or computerized entries are preferred. If filing by mail, one original set should be notarized by a German Notar.	4 originally-signed forms
<input type="checkbox"/> INTERNATIONAL VERSION OF BIRTH CERTIFICATE (Auszug aus dem Geburtseintrag – Formula A)	1 original and 4 photocopies
<input type="checkbox"/> ORIGINAL PASSPORT OF PARENTS	Original and 4 photocopies of the biodata page
<input type="checkbox"/> PERSONAL AUSWEIS / AUFENTHALTSTITEL OF PARENTS	Original and 4 photocopies of the front and back
<input type="checkbox"/> MARRIAGE CERTIFICATE OF PARENTS if the parents are married: <ul style="list-style-type: none"> • If married in the Philippines, the original PSA-issued Marriage Contract must be presented. • If married in Germany or elsewhere, the PSA-issued Report of Marriage or, for marriages reported within one year of filing the Report of Marriage, the original Report of Marriage issued by the concerned Philippine Embassy or 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 a copy of the Einbürgerungsurkunde (with English translation) of the former Filipino parent, as well as copy of their last Philippine Passport. 	1 original and 4 photocopies
<input type="checkbox"/> SELF-ADDRESSED PREPAID RETURN ENVELOPE	1 piece
<input type="checkbox"/> PROOF OF PAYMENT (applicable only for applications filed by mail)	1 copy
<input type="checkbox"/> AFFIDAVIT OF DELAYED REGISTRATION. An Affidavit of Delayed Registration must be filed if the birth was not registered within one year from the date of birth. If filing by mail, one set of the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.	4 originally-signed Affidavits
<input type="checkbox"/> PSA-ISSUED NEGATIVE CERTIFICATION OF BIRTH (CRS Form No. 1) for applicants aged five (5) years old and above.	1 original and 4 photocopies
ADDITIONAL REQUIREMENTS FOR ILLEGITIMATE CHILDREN (If parents are not married and they agree that their child shall use the surname of the father)	
<input type="checkbox"/> JOINT AFFIDAVIT OF LEGITIMATION (applicable only if the parents were subsequently married after the child's birth). If filing by mail, the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.	4 originally-signed Affidavits
<input type="checkbox"/> AFFIDAVIT OF ACKNOWLEDGMENT OF PATERNITY (to be executed by the father of the child). If filing by mail, the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.	4 originally-signed Affidavits
<input type="checkbox"/> AFFIDAVIT TO USE THE SURNAME OF THE FATHER (to be executed based on the following conditions during the time of the application of the Report of Birth): <ul style="list-style-type: none"> • 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 the Affidavit. If filing by mail, one set of the Affidavit must be notarized by a German Notar and authenticated by the Landgericht.	4 originally-signed Affidavits

SCHEDULE OF FEES*		PHILIPPINE CONSULATE BANK DETAILS
Report of Birth	EUR 22.50	Name : Generalkonsulat Philippinen IBAN : DE76 1004 0000 0263 7106 02 BIC : COBADEFFXXX
Additional Fees (only if applicable)		
Affidavit of Delayed Registration	EUR 22.50	
Joint Affidavit of Legitimation	EUR 22.50	
Affidavit of Acknowledgment of Paternity	EUR 22.50	
Affidavit to Use the Surname of the Father	EUR 22.50	
Sworn Attestation	EUR 22.50	

* If filing in person, payment will be in cash at the Consulate. If filing by mail, please pay the exact fees by bank transfer and enclose your proof of payment ((Überweisungsbeleg) with your documents. If applying with the Honorary Consular Posts, please use their own bank details.

** Fees paid by bank transfer cannot be refunded by the Philippine Consulate-General in Frankfurt, Germany.