

## CHECKLIST OF REQUIREMENTS FOR FILING A REPORT OF MARRIAGE 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 Marriage 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](mailto:civilregistry.frankfurtpcg@gmail.com).

BASIC REQUIREMENTS	
<input type="checkbox"/> <b>ACCOMPLISHED REPORT OF MARRIAGE FORM.</b> 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"/> <b>INTERNATIONAL VERSION OF MARRIAGE CERTIFICATE (Auszug aus dem Heiratseintrag – Formula B)</b>	1 original and 4 photocopies
<input type="checkbox"/> <b>ORIGINAL PASSPORTS OF THE GROOM AND BRIDE</b>	Original and 4 photocopies of the biodata page
<input type="checkbox"/> <b>PERSONAL AUSWEIS / AUFENTHALTSTITEL</b>	Original and 4 photocopies of the front and back
<input type="checkbox"/> <b>PSA-ISSUED BIRTH CERTIFICATE OF THE FILIPINO SPOUSE</b>	1 original and 4 photocopies
<input type="checkbox"/> <b>PSA-ISSUED CERTIFICATE OF NO MARRIAGE RECORD (CENOMAR) OF THE FILIPINO SPOUSE.</b> This must be issued not more than one year from the date of filing of the application for Report of Marriage. <b>FOR DELAYED REGISTRATIONS</b> , the CENOMAR must be issued not more than six (6) months from the date of filing.	1 original and 4 photocopies
<input type="checkbox"/> <b>SELF-ADDRESSED PREPAID RETURN ENVELOPE</b>	1 piece
<input type="checkbox"/> <b>PROOF OF PAYMENT</b> (applicable only for applications filed by mail)	1 copy
<input type="checkbox"/> <b>AFFIDAVIT OF DELAYED REGISTRATION.</b> 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
ADDITIONAL REQUIREMENTS	
<b>If the FILIPINO SPOUSE was previously married and is now DIVORCED:</b> <input type="checkbox"/> <b>COURT DECISION RECOGNIZING THE DIVORCE DECREE;</b> and <input type="checkbox"/> <b>PSA-ISSUED MARRIAGE CERTIFICATE WITH ANNOTATION.</b>	1 original and 4 photocopies
<b>If the FOREIGN SPOUSE was previously married and is now DIVORCED:</b> <input type="checkbox"/> <b>DIVORCE DECREE</b> , translated into English and authenticated by the Landgericht.	1 original and 4 photocopies
<b>If the FILIPINO SPOUSE was previously married and is now ANNULLED:</b> <input type="checkbox"/> <b>COURT DECISION RECOGNIZING THE ANNULMENT OF MARRIAGE;</b> and <input type="checkbox"/> <b>PSA-ISSUED MARRIAGE CERTIFICATE WITH ANNOTATION.</b>	1 original and 4 photocopies
<b>If the FILIPINO SPOUSE was previously married and is now WIDOWED:</b> <input type="checkbox"/> <b>PSA-ISSUED MARRIAGE CERTIFICATE WITH THE FORMER SPOUSE;</b> and <input type="checkbox"/> <b>PSA-ISSUED DEATH CERTIFICATE OF THE FORMER SPOUSE,</b> or <input type="checkbox"/> <b>AUSZUG AUS DEM TODESREGISTER (Formule C)</b> of the deceased German/Foreign spouse who passed away in Germany, authenticated by the Regierungspräsidium	1 original and 4 photocopies
<b>If the FOREIGN SPOUSE was previously married and is now WIDOWED:</b> <input type="checkbox"/> <b>AUSZUG AUS DEM TODESREGISTER (Formule C)</b> of the deceased German/Foreign spouse who passed away in Germany, authenticated by the Regierungspräsidium	1 original and 4 photocopies

SCHEDULE OF FEES*		PHILIPPINE CONSULATE BANK DETAILS	
Report of Marriage	EUR 22.50	<b>Name : Generalkonsulat Philippinen</b> <b>IBAN : DE76 1004 0000 0263 7106 02</b> <b>BIC : COBADEFFXXX</b>	
Additional Fees (only if applicable)			
Affidavit of Delayed Registration	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.

### FOR MARRIAGES CONDUCTED OUTSIDE OUR JURISDICTION BUT PREFERS TO FILE THE APPLICATION AT THE CONSULATE:

- Applicant must comply with the requirements of the approving Philippine Foreign Service Post (FSP) and the Philippine Consulate General in Frankfurt.
- The Philippine Consulate General in Frankfurt will only review and verify your documents. If found compliant, we will forward the said application to the appropriate FSP for their approval.
- Please be advised that the turnaround time for this process would take approximately 6-12 months depending on the volume of the documents being processed by said FSP. Please note that these documents are sent via Frankfurt-Manila-FSP then, once approved, the documents go through FSP-Manila-Frankfurt as we do not have the facility to send civil registry documents directly to other FSPs. Another option is to file it directly with the approving FSP for faster turn-around time.