



Philippine Consulate General Frankfurt, Germany

Internal / External Services



1. Issuance of Passports to Adults

Filipinos may visit the Philippine Consulate General in Frankfurt to apply for or renew their passports. This consular service is available upon appointment from Monday to Friday (9:30 AM to 4:30 PM).

The Consulate also conducts consular outreach missions in North Rhine-Westphalia, Baden-Württemberg, and Bavaria, the three states that host the largest Filipino populations in Germany, annually.

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Filipino citizens aged 18 years old and above	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Approved appointment	https://frankfurtpcg.de/appointments-passports	
Personal appearance	Applicant must appear in person	
Accomplished ePassport Application Form	https://frankfurtpcg.de/appointments-passports	
Current passport – original and 1 photocopy of data and signature page/s and the amendment page if any	Applicant's passport	
Valid residence permit -- original and 1 photocopy	Applicant's residence permit/ residence card	
Payment of passport fee	Applicant's own	
Additional requirements apply for the following cases:		
1. First-time passport application for Filipinos born in Germany		
Personal appearance	Applicant must appear in person	
Accomplished ePassport Application Form	https://frankfurtpcg.de/appointments-passports	
PSA Report of Birth or original registered Report of Birth – original and 1 photocopy	Philippine Statistics Authority; or Report of Birth registered by the Consulate within the last 12 months	



If the applicant has changed their name due to marriage: PSA Marriage Certificate or the original registered Report of Marriage (ROM) – original with and 1 photocopy	Philippine Statistics Authority; or Report of Marriage registered by the Consulate within the last 12 months
Foreign passport, if any -- original and 1 photocopy	Applicant's foreign passport
2. Filipino citizens who lost or have mutilated passports	
PSA Birth Certificate or PSA Report of Birth – original and 1 photocopy	Philippine Statistics Authority
Copy of the lost passport or remains of the damaged passport	Applicant's personal records/files
Affidavit of Loss or Explanation explaining the loss or damage – original and 1 photocopy	Affidavit template from the Consular Section of the Consulate, duly notarized by the Consul
For lost valid passports: Police Report with English translation – original and 1 photocopy	Local Police where the incident occurred
Valid ID – original and 1 photocopy	Applicant's own
Fee with penalty for lost or mutilated passports	Lost Passport: €175.00 (€150.00 for the lost passport + €25.00 for the Affidavit of Loss) Mutilated/Damaged Passport: €85.00 (€60.00 for the + € 25.00 for the Affidavit of Explanation)
3. Change of surname due to marriage	
PSA Marriage Certificate or the registered Report of Marriage (ROM) – original and 1 photocopy	Philippine Statistics Authority; or Report of Marriage registered by the Consulate within the last 12 months
4. Reversion to maiden name	



For annulled or divorced clients: PSA Marriage Certificate with annotation pertaining to the annulment or divorce – original and 1 photocopy	Philippine Statistics Authority
For widowed clients: PSA Death Certificate if the deceased spouse is a Filipino national – original and 1 photocopy Authenticated or Apostilled Death Certificate if the deceased spouse is a foreign national with English translation – original and 1 photocopy	Philippine Statistics Authority; or Counterpart Civil Registration Office if spouse was a foreign national
For clients who wish to revert to their maiden name for other reasons: Affidavit of Explanation explaining the reversion – original and 1 photocopy	Affidavit template from the Consular Section of the Consulate, duly notarized by the Consul
PSA Birth Certificate or PSA Report of Birth – original and 1 photocopy	Philippine Statistics Authority

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the DFA passport system's appointment booking page.	None		Applicant
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number	None	1 minute	Receptionist
3. Proceed to appropriate window when your number is called and submit duly accomplished passport application form, supporting documents and other requirements for evaluation and processing	Verifies if the applicant's name is included in the Look-out-List Checks the applicant's application form, requirements and verifies his/her identity	None	7 minutes	Applicant and Passport Processor
4. Pay the appropriate fee at the Cashier window	Issues receipt for processing fee Endorses the complete application documents to the passport encoder	Regular: EUR 60.00 Lost: EUR 150.00	2 minutes	Applicant and Collecting Officer



5. When your number is called on the screen, proceed to the Encoding Room and follow the instructions of the passport encoder	Reviews the application form with the attached requirements, supporting documents and receipt Encodes the applicant's personal information in the computer, biometric capture and scans the application documents	None	10 mins	Applicant and Passport Encoder
6. Check and confirm the accuracy of the personal information as shown on the computer screen	Asks the applicant to affix his/her signature to indicate confirmation on the accuracy and completeness of the information encoded	None	1 minute	Applicant and Passport Encoder
7. Applicant returns to the Consulate to claim their new passport in person or receives the same by mail after 4-6 weeks		None		Applicant and Consular Assistant
<i>SUBTOTAL</i>		Regular: EUR 60.00 Lost: EUR 150.00	21 minutes	
TOTAL		Regular: EUR 60.00 Lost: EUR 150.00	21 minutes	



2. Issuance of Passports to Minors

Filipinos may visit the Philippine Consulate General in Frankfurt to apply for or renew their passports. This consular service is available upon appointment from Monday to Friday (9:30 AM to 4:30 PM).

The Consulate also conducts consular outreach missions in North Rhine-Westphalia, Baden-Württemberg, and Bavaria, the three states that host the largest Filipino populations in Germany, annually.

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Filipino citizens below 18 years of age	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Approved appointment		https://frankfurtpcg.de/appointments-passports
Personal appearance, accompanied by one or both parents or legal guardian		Applicant must appear in person
Accomplished ePassport Application Form (must be the pre-processed form)		https://frankfurtpcg.de/appointments-passports
PSA Birth Certificate or PSA Report of Birth – original and 1 photocopy		Philippine Statistics Authority; or Report of Birth registered by the Consulate within the last 12 months
Current passport – original and 1 photocopy of data and signature page/s and the amendment page if any		Applicant's passport
Valid residence permit -- original and 1 photocopy		Applicant's residence permit/ residence card
If accompanied by a parent: Passport of the accompanying parent – original and 1 photocopy If accompanied by a legal guardian: letter of guardianship issued by the Family Court – original and 1 photocopy If accompanied by an authorized adult companion: Special Power of Attorney (SPA) executed by the minor's parents or		Parent's passport or ID; or Legal guardian's letter of guardianship; or



legal guardian, passport or other ID of the adult companion, and copy of the passport or other ID of the minor's parents	Special Power of Attorney (SPA) executed by the minor's parents or legal guardian Accompanying adult's passport or ID Copy of the parent/s' passport/s or ID/s
Payment of passport fee	Applicant's own
Additional requirements apply for the following cases:	
1. For marital minor children	
Copy of the other parent's passport or other competent proof of identity –1 photocopy	Other parent's passport or ID
Marriage Certificate of parents – original and 1 photocopy <i>*Marriage Certificate should be in English or accompanied by an English translation</i>	Philippine Statistics Authority; or Counterpart Civil Registration Office
2. For non-marital minor children	
If the mother is alive but unable to accompany the child: Special Power of Attorney (SPA) executed by the minor's mother and copy of the mother's passport data and signature page/s – original and 1 photocopy	Special Power of Attorney (SPA) executed by the minor's mother Mother's passport
If the mother is deceased: Death Certificate of the mother	Philippine Statistics Authority; or Counterpart Civil Registration Office if mother was a foreign national
3. For a lost or mutilated/damaged passport	
Copy of the lost passport or remains of the damaged passport	Applicant's personal records/files
Affidavit of Loss or Explanation explaining the loss or damage – original and 1 photocopy	Affidavit template from the Consular Section of the Consulate, duly notarized by the Consul



For lost valid passports: Police Report with English translation – original and 1 photocopy		Local Police where the incident occurred		
Fee with penalty for lost or mutilated passports		Lost Passport: €175.00 (€150.00 for the lost passport + €25.00 for the Affidavit of Loss) Mutilated/Damaged Passport: €85.00 (€60.00 for the + € 25.00 for the Affidavit of Explanation)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the FA passport system's appointment booking page.	None		Applicant's parent
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number	None	1 minute	Receptionist
3. Proceed to appropriate window when your number is called and submit duly accomplished passport application form, supporting documents and other requirements for evaluation and processing	Verifies if the applicant's name is included in the Look-out-List Checks the applicant's application form, requirements and verifies his/her identity	None	7 minutes	Applicant's parent and Passport Processor
4. Pay the appropriate fee at the Cashier window	Issues receipt for processing fee Endorses the complete application documents to the passport encoder	Regular: EUR 60.00 Lost: EUR 150.00	2 minutes	Applicant's parent and Collecting Officer
5. When your number is called on the screen, proceed to the Encoding Room and follow the instructions of the passport encoder	Reviews the application form with the attached requirements, supporting documents and receipt Encodes the applicant's personal information in the computer, biometric capture and scans the application documents	None	10 mins	Applicant, Applicant's parent, and Passport Encoder
6. Check and confirm the accuracy of the personal information as shown on the computer screen	Asks the applicant to affix his/her signature to indicate confirmation on the accuracy and completeness of the information encoded	None	1 minute	Applicant's parent and Passport Encoder



7. Applicant returns to the Consulate to claim their new passport in person or receives the same by mail after 4-6 weeks		None		Applicant's parent and Consular Assistant
SUBTOTAL		Regular: EUR 60.00 Lost: EUR 150.00	21 minutes	
TOTAL		Regular: EUR 60.00 Lost: EUR 150.00	21 minutes	



3. Issuance of 9(A) Temporary Visitor's Visa

A Philippine visa is an endorsement made on a travel document by a consular officer at a Philippine Embassy or Consulate abroad denoting that the visa application has been properly examined and that the bearer is permitted to proceed to the Philippines and request permission from the Philippine Immigration authorities at the ports of entries to enter the country. The visa thus issued is not a guarantee that the holder will be automatically admitted into the country, because the admission of foreign nationals into the Philippines is a function of the immigration authorities at the port of entry.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Foreign Nationals traveling to the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Passport valid for at least six (6) months beyond the intended period of stay in the Philippines – original and 1 photocopy of the data and signature page/s	Applicant's passport	
Visa application form	https://frankfurtpcg.de/applying-for-a-visa	
Passport photos (2 pieces)	Applicant's own	
Airline booking or itinerary of travel for return or onward journey to the next port of destination	Applicant's own	
Proof of accommodation in the Philippines	Applicant's own	
Payment of Visa Fees	Applicant's own	
Additional requirements apply for the following cases:		
1. For Business Visitors		



Invitation letter	Issued by a PH government agency, private corporation, or Chamber of Commerce
Proof of business operations / income or Employment Certificate	Applicant's own
2. For Tourism or Leisure Visitors	
Proof of financial capacity	Applicant's own
3. For Medical Treatment Visitors	
Confirmation of treatment or appointment	Issued by a PH medical/wellness institution
Proof of medical condition in English or accompanied by an English translation	Applicant's own
Proof of financial means	Applicant's own
Health insurance policy if any	Applicant's own
4. For Yachtsmen/Sailors	
Notarized letter indicating the relevant details of the vessel and trip	Issued by the boat owner or captain
Boat insurance policy	Boat owner or captain
Cargo manifest	Boat owner or captain
Character reference or shipping agent in the Philippines if any	
5. For Filmmaking Visitors	



Notarized letter request addressed to the International Press Center	Applicant's own
Background of film outfit	Applicant's own
Curriculum Vitae of the filmmaker, including a shortlist of work credits	Applicant's own
Synopsis/storyline of the film	Applicant's own
Itinerary of activities	Applicant's own
List of crew members with designations, if any	Applicant's own
Employment certificate or contract from the film outfit	Applicant's own
List of equipment with certification from the film outfit that said equipment will be re-exported at the end of the trip in the Philippines	Applicant's own
6. For Journalism Visitors	
Notarized letter request addressed to the International Press Center	Applicant's own
Background of media organization	Applicant's own
Curriculum Vitae of the filmmaker, including a shortlist of work credits	Applicant's own
Copy of one published article/work of journalist	Applicant's own
Synopsis/storyline/purpose of the news	Applicant's own
Itinerary of activities	Applicant's own



List of crew members with designations, if any	Applicant's own
Employment certificate or contract from the media company	Applicant's own
List of equipment with certification from the film outfit that said equipment will be re-exported at the end of the trip in the Philippines	Applicant's own
7. For Athletic and Performing Arts Visitors	
Notarized letter request from the applicant's team, group, or organization	Applicant's team, group, or organization
For minors: Notarized letter of permission from parents/legal guardian	Minor's Parent/s or Legal Guardian
Invitation letter from the organizers of the event	Organizer
For athletes: Endorsement letter from the Philippine Sports Commission, Philippine Olympic Committee, Games and Amusement Board, or a national sporting association duly recognized by PSC/POC/GAB	Relevant athletic body
For performers: Endorsement letter from the Local Government Unit where the venue of the event is located	Relevant Local Government Unity
Contract or agreement with the organizer, including promotional materials	Organizer
Itinerary of activities	Applicant's own
Proof of financial means or letter of guarantee from the sponsor	Applicant's own
List of crew members with designations, if any	



Employment certificate of members, if applicable				
List of equipment with certification from the film outfit that said equipment will be re-exported at the end of the trip in the Philippines				
8. For Visitors with Other Purposes				
Proof of financial capacity		Applicant's own		
Documents relative to the purpose of the visit		Applicant's own		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicant
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished visa application form and documents for evaluation and processing	Checks the application form for accuracy Reviews the supporting documents Verifies if the applicant is included in the Look-out-list (Excludable aliens are not qualified to apply for PH visa) Interviews the applicant for verification of purpose of travel, and assesses and evaluates the applicant's documents, and verifies his/her identity.	Refer to the Schedule of Fees for specific visa and applicant types Expedited processing fee: EUR 10.00	10 mins	Applicant and Visa Officer
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee.		2 minutes	Applicant and Collecting Officer
5. Request that your processed visa application and passport be mailed back to you if this	Applicant's processed application is mailed in 5-10 working days for regular processing and 3-5			Applicant and Visa Officer



is your preferred arrangement	working days for expedited processing.			
6. Otherwise, upon receiving notification from PCG, pick up your passport by proceeding to window and presenting your receipt and or identification	Releases applicant's application upon successful verification of identification		2 minutes	
SUBTOTAL		Refer to the Schedule of Fees	15 minutes	
TOTAL		Refer to the Schedule of Fees	15 minutes	



4. Issuance of 9(C) Seafarers Visa or 9(C) Crew List Visa

A Philippine visa is an endorsement made on a travel document by a consular officer at a Philippine Embassy or Consulate abroad denoting that the visa application has been properly examined and that the bearer is permitted to proceed to the Philippines and request permission from the Philippine Immigration authorities at the ports of entries to enter the country. The visa thus issued is not a guarantee that the holder will be automatically admitted into the country, because the admission of foreign nationals into the Philippines is a function of the immigration authorities at the port of entry.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	Foreign Nationals traveling to the Philippines		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Passport valid for at least six (6) months beyond the intended period of stay in the Philippines – original and 1 photocopy of the data and signature page/s		Applicant's passport	
Visa application form		https://frankfurtpcg.de/applying-for-a-visa	
Passport photos (2 pieces)		Applicant's own	
Payment of Visa Fees		Applicant's own	
Additional requirements apply for the following cases:			
1. For Seafarers			
Seaman's Book – original and 1 photocopy of the data page		Applicant's own	
Airline booking or itinerary of travel showing date of arrival in the Philippines		Applicant's own	
Proof of accommodation in the Philippines if any		Applicant's own	



2. For Crew List				
FA Form No. 61 (Excel format) with the e-signatures of the Agent/Representative in Part E and of the Captain/Master in Part F		http://philippineembassy.de/wp-content/uploads/2020/09/FA-form-No.-61.xls		
Letter from the shipping company		Shipping Company		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicant
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished visa application form and documents for evaluation and processing	Checks the application form for accuracy Reviews the supporting documents Verifies if the applicant is included in the Look-out-list (Excludable aliens are not qualified to apply for PH visa) Interviews the applicant for verification of purpose of travel, and assesses and evaluates the applicant's documents, and verifies his/her identity.	Refer to the Schedule of Fees for specific visa and applicant types Expedited processing fee: EUR 10.00	10 mins	Applicant and Visa Officer
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee.		2 minutes	Applicant and Collecting Officer
5. Request that your processed visa application and passport be mailed back to you if this is your preferred arrangement	Applicant's processed application is mailed in 5-10 working days for regular processing and 3-5 working days for expedited processing.			Applicant and Visa Officer
6. Otherwise, presenting your receipt and or identification	Releases applicant's application upon successful verification of identification		2 minutes	



<i>SUBTOTAL</i>	Refer to the Schedule of Fees	15 minutes	
TOTAL	Refer to the Schedule of Fees	15 minutes	



5. Issuance of 9(G) Pre-Arranged Employees Visa

A Philippine visa is an endorsement made on a travel document by a consular officer at a Philippine Embassy or Consulate abroad denoting that the visa application has been properly examined and that the bearer is permitted to proceed to the Philippines and request permission from the Philippine Immigration authorities at the ports of entries to enter the country. The visa thus issued is not a guarantee that the holder will be automatically admitted into the country, because the admission of foreign nationals into the Philippines is a function of the immigration authorities at the port of entry.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Foreign Nationals traveling to the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Passport valid for at least six (6) months beyond the intended period of stay in the Philippines – original and 1 photocopy of the data and signature page/s		Applicant's passport		
Visa application form		https://frankfurtpcg.de/applying-for-a-visa		
Passport photos (2 pieces)		Applicant's own		
Airline booking or itinerary of travel showing dates of arrival and departure from the Philippines		Applicant's own		
Proof of financial capacity		Applicant's own		
Payment of Visa Fees		Applicant's own		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the			Applicant



	Consulate's appointment booking page.			
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished visa application form and documents for evaluation and processing	Checks the application form for accuracy Reviews the supporting documents Verifies if the applicant is included in the Look-out-list (Excludable aliens are not qualified to apply for PH visa) Interviews the applicant for verification of purpose of travel, and assesses and evaluates the applicant's documents, and verifies his/her identity.	Visa fee: EUR 400.00 Expedited processing fee: EUR 10.00	10 mins	Applicant and Visa Officer
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee.		2 minutes	Applicant and Collecting Officer
5. Request that your processed visa application and passport be mailed back to you if this is your preferred arrangement	Applicant's processed application is mailed in 5-10 working days for regular processing and 3-5 working days for expedited processing.			Applicant and Visa Officer
6. Otherwise, upon receiving notification from PCG, pick up your passport by proceeding to window and presenting your receipt and or identification	Releases applicant's application upon successful verification of identification		2 minutes	
SUBTOTAL		Visa fee: EUR 400.00 Expedited processing fee: EUR 10.00	15 minutes	
TOTAL		Visa fee: EUR 400.00 Expedited processing fee: EUR 10.00	15 minutes	



6. Issuance of 13(A) Non-Quota immigrant / 13(G) Quota Immigrant Visa

A Philippine visa is an endorsement made on a travel document by a consular officer at a Philippine Embassy or Consulate abroad denoting that the visa application has been properly examined and that the bearer is permitted to proceed to the Philippines and request permission from the Philippine Immigration authorities at the ports of entries to enter the country. The visa thus issued is not a guarantee that the holder will be automatically admitted into the country, because the admission of foreign nationals into the Philippines is a function of the immigration authorities at the port of entry.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Foreign Nationals traveling to the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Passport valid for at least 1 year – original and 3 photocopies of the data and signature page/s	Applicant's own	
PSA Birth Certificate or German Birth Certificate in international format – original and 2 photocopies	Philippine Statistics Authority; or Counterpart Civil Registration Office	
Police Clearance (Polizeiliches Führungszeugnis) overauthenticated by the Federal Office of Justice (Bundesamt für Justiz) - original and 2 photocopies	Polizeiliches Führungszeugnis / Bundesamt für Justiz	
Original and 2 photocopies of Medical Examination (FA Form No. 11) accomplished by the examining physician, including the below results, taken not more than 6 months before arrival in the Philippines: <ul style="list-style-type: none"> • Results of the laboratory examination for stool, urine and blood, accompanied by an English translation by a licensed translator; and • Chest x-ray in digital image (saved in CD) and three (3) image printouts 	Medical Authority	
Proof of financial capacity - original and 3 photocopies	Applicant's own	



DFA-authenticated PSA Marriage Certificate or PSA Report of Marriage – original and 2 photocopies		Philippine Statistics Authority		
Valid passport of the Filipino spouse, if applicable		Applicant's own		
Payment of Visa Fees		Applicant's own		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicant
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished visa application form and documents for evaluation and processing	Checks the application form for accuracy Reviews the supporting documents Verifies if the applicant is included in the Look-out-list (Excludable aliens are not qualified to apply for PH visa) Interviews the applicant for verification of purpose of travel, and assesses and evaluates the applicant's documents, and verifies his/her identity.	EUR 150.00 Expedited processing fee: EUR 10.00	10 mins	Applicant and Visa Officer
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee.		2 minutes	Applicant and Collecting Officer
5. Request that your processed visa application and passport be mailed back to you if this is your preferred arrangement	Applicant's processed application is mailed in 5-10 working days for regular processing and 3-5 working days for expedited processing.			Applicant and Visa Officer
6. Otherwise, upon receiving notification from PCG, pick up your passport by proceeding to window and	Releases applicant's application upon successful verification of identification		2 minutes	



presenting your receipt and or identification				
SUBTOTAL		EUR 150.00 Expedited processing fee: EUR 10.00	15 minutes	
TOTAL		EUR 150.00 Expedited processing fee: EUR 10.00	15 minutes	



7. Issuance of 47(a)(2) Special Non-Immigrant Visa for Foreign Volunteers Visa

A Philippine visa is an endorsement made on a travel document by a consular officer at a Philippine Embassy or Consulate abroad denoting that the visa application has been properly examined and that the bearer is permitted to proceed to the Philippines and request permission from the Philippine Immigration authorities at the ports of entries to enter the country. The visa thus issued is not a guarantee that the holder will be automatically admitted into the country, because the admission of foreign nationals into the Philippines is a function of the immigration authorities at the port of entry.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Foreign Nationals traveling to the Philippines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Passport valid for at least six (6) months beyond the intended period of stay in the Philippines – original and 1 photocopy of the data and signature page/s	Applicant's passport
Visa application form	https://frankfurtpcg.de/applying-for-a-visa
Passport photos (2 pieces)	Applicant's own
Payment of Visa Fees	Applicant's own

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicant
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is	Checks the application form for accuracy	Refer to the Schedule of	10 mins	Applicant and Visa Officer



called to submit your duly accomplished visa application form and documents for evaluation and processing	Reviews the supporting documents Verifies if the applicant is included in the Look-out-list (Excludable aliens are not qualified to apply for PH visa) Interviews the applicant for verification of purpose of travel, and assesses and evaluates the applicant's documents, and verifies his/her identity.	Fees for specific visa and applicant types Expedited processing fee: EUR 10.00		
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee.		2 minutes	Applicant and Collecting Officer
5. Request that your processed visa application and passport be mailed back to you if this is your preferred arrangement	Applicant's processed application is mailed in 5-10 working days for regular processing and 3-5 working days for expedited processing.			Applicant and Visa Officer
6. Otherwise, upon receiving notification from PCG, pick up your passport by proceeding to window and presenting your receipt and or identification	Releases applicant's application upon successful verification of identification		2 minutes	
SUBTOTAL		Refer to the Schedule of Fees	15 minutes	
TOTAL		Refer to the Schedule of Fees	15 minutes	



8. Registration of Report of Birth

Civil registration is a continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage, and death, as well as court decrees and legal instruments affecting his/her civil status in appropriate registers as mandated by Act No. 3753, the Philippine Civil Registry Law.

The Consulate registers the births, marriages, and deaths of Filipino citizens in the following German states under the Consulate's jurisdiction: Hesse, North Rhine-Westphalia, Thuringia, Baden-Württemberg, Rhineland-Palatinate, Saarland, and Bavaria.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Filipino citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Report of Birth application form – 4 originals		https://frankfurtpcg.de/report-of-birth
German Birth Certificate in international format (Auszug aus dem Geburtseintrag – Formula A) – 1 original and 4 photocopies		Standesamt
Valid passports of parents – originals and 4 photocopies each of the data and signature pages		Applicants' own
German IDs of parents – originals and 4 photocopies each		Applicants' own
PSA Birth Certificate of the Filipino parent – original and 4 photocopies each		Philippine Statistics Authority
Payment of Report of Birth fee		Applicant's own
Additional requirements apply for the following cases:		
1. For children born to married parents		



<p>Marriage Certificate of parents – 1 original and 4 photocopies</p>	<p>If married in the Philippines: Philippine Statistics Authority</p> <p>If married in Germany: Standesamt (obtain the international version)</p> <p>If married elsewhere: Counterpart Civil Registration Office</p>
<p>2. For children born to unmarried parents</p>	
<p>If the father is named in the Birth Certificate:</p> <ul style="list-style-type: none"> ● Personal appearance of the father; and ● Affidavit of Acknowledgment of Paternity– 4 original copies 	<p>Affidavit template from the Consular Section of the Consulate, duly notarized by the Consul</p>
<p>If the child is using the father’s surname:</p> <ul style="list-style-type: none"> ● Personal appearance of the mother; and ● Affidavit to Use the Surname of the Father– 4 original copies 	<p>Affidavit template from the Consular Section of the Consulate, duly notarized by the Consul</p>
<p>If the child is using the father’s surname and 7 years old or older:</p> <ul style="list-style-type: none"> ● Personal appearance of the child and both parents; ● Affidavit to Use the Surname of the Father – 4 original copies; and ● Sworn Attestation executed at the Consulate – 4 original copies 	<p>Affidavit template from the Consular Section of the Consulate, duly notarized by the Consul</p> <p>Sworn Statement template from the Consular Section of the Consulate, duly notarized by the Consul</p>
<p>3. For Delayed Registration of Birth applications</p>	
<p>Affidavit of Delayed Registration – 4 original copies</p>	<p>Affidavit template from the Consular Section of the Consulate, duly notarized by the Consul</p>
<p>4. For applications where the Filipino parent naturalized as a foreign citizen after the child’s birth</p>	



Naturalization Certificate with certified English translation of the Filipino parent – original and 4 photocopies	Applicant's own
Old Philippine passport of the Filipino parent – original and 4 photocopies	Applicant's own

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)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicant
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished application form, prepared Affidavit/s if any, and documents for evaluation and processing	Evaluates the supporting documents for authenticity and completeness Checks the application form for accuracy Checks Affidavit/s for accuracy Asks the applicant/s to sign the relevant forms and documents		25 mins	Applicant and Civil Registry Assistant
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee Gives documents to the processor for processing and signature of the Consul	ROM – EUR 25.00 Each Affidavit – EUR 25.00 Expedite Fee – EUR 10.00	2 minutes	Applicant and Collecting Officer
5. Request that your processed Report of Birth be mailed back to you if this is your preferred arrangement	If applicant opted for regular processing, their processed documents are mailed out in 5 working days.			Applicant and Civil Registry Assistant



6. If applicant opted for expedited processing, await release of their document	Submits the signed applications and Affidavits, if any, to the Consul Signing of Consul Recording of the registered ROB/ROM/ROD		20 mins	Applicant, Civil Registry Assistant, and Consul
7. Review and receive documents.	Releases registered ROB/ROM/ROD to applicant		2 minutes	Applicant and Civil Registry Assistant
SUBTOTAL		ROB – EUR 25.00 Each Affidavit – EUR 25.00 Expedite Fee – EUR 10.00	48 minutes	
TOTAL		ROB – EUR 25.00 Each Affidavit – EUR 25.00 Expedite Fee – EUR 10.00	48 minutes	



9. Registration of Report of Marriage

Civil registration is a continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage, and death, as well as court decrees and legal instruments affecting his/her civil status in appropriate registers as mandated by Act No. 3753, the Philippine Civil Registry Law.

The Consulate registers the births, marriages, and deaths of Filipino citizens in the following German states under the Consulate's jurisdiction: Hesse, North Rhine-Westphalia, Thuringia, Baden-Württemberg, Rhineland-Palatinate, Saarland, and Bavaria.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Filipino citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Report of Marriage application form – 4 originals		https://frankfurtpcg.de/report-of-marriage
German Marriage Certificate in international format (Auszug aus dem Heiratseintrag – Formula B) – 1 original and 4 photocopies		Standesamt
Valid passports of both spouses – originals and 4 photocopies each of the data and signature pages		Applicants' own
German IDs of parents – originals and 4 photocopies each		Applicants' own
PSA Birth Certificate of the Filipino spouse – originals and 4 photocopies each		Philippine Statistics Authority
PSA Certificate of No Marriage Record (CENOMAR) of the Filipino spouse – originals and 4 photocopies each		Philippine Statistics Authority
Payment of Report of Marriage fee		Applicant's own



Additional requirements apply for the following cases:	
1. If the Filipino spouse was previously married	
PSA Marriage Certificate for each previous marriage – original/s and 4 photocopies each	Philippine Statistics Authority
<ul style="list-style-type: none"> PSA Advisory on Marriages – original and 4 photocopies 	Philippine Statistics Authority
<p>If the Filipino spouse was widowed:</p> <ul style="list-style-type: none"> PSA Death Certificate if the deceased spouse was a Filipino national – original and 4 photocopies Formula C Auszug aus der Sterbeeintrag if the deceased spouse was a German national – original and 4 photocopies 	Philippine Statistics Authority or Standesamt
<p>If the Filipino spouse underwent annulment or divorce:</p> <ul style="list-style-type: none"> PSA Marriage Certificate with the relevant annotation – original and 4 photocopies Court Decision recognizing the annulment or divorce – original and 4 photocopies 	<p>Philippine Statistics Authority</p> <p>Philippine Courts</p>
2. If the German spouse was previously divorced	
Certified English translation of the final divorce decree of the German spouse showing the effectivity date of the divorce, duly pre-authenticated by the relevant Landgericht – original and 4 photocopies	German District Court
3. For Delayed Registration of Marriage applications	
Affidavit of Delayed Registration – 4 original copies	Affidavit template from the Consular Section of the Consulate, duly notarized by the Consul
4. For applications where the Filipino spouse naturalized as a foreign citizen after the marriage was conducted	



Naturalization Certificate with certified English translation of the Filipino parent – original and 4 photocopies		Applicant's own		
Old Philippine passport of the Filipino spouse – original and 4 photocopies		Applicant's own		
CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicant
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished application form, prepared Affidavit/s if any, and documents for evaluation and processing	Evaluates the supporting documents for authenticity and completeness Checks the application form for accuracy Checks Affidavit/s for accuracy Asks the applicant/s to sign the relevant forms and documents		25 mins	Applicant and Civil Registry Assistant
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee Gives documents to the processor for processing and signature of the Consul	ROM – EUR 25.00 Each Affidavit – EUR 25.00 Expedite Fee – EUR 10.00	2 minutes	Applicant and Collecting Officer
5. Request that your processed Report of Marriage be mailed back to you if this is your preferred arrangement	If applicant opted for regular processing, their processed documents are mailed out in 5 working days.			Applicant and Civil Registry Assistant
6. If applicant opted for expedited processing, await release of their document	Submits the signed applications and Affidavits, if any, to the Consul Signing of Consul		20 mins	Applicant, Civil Registry Assistant, and Consul



	Recording of the registered ROB/ROM/ROD			
7. Review and receive documents.	Releases registered ROB/ROM/ROD to applicant		2 minutes	Applicant and Civil Registry Assistant
SUBTOTAL		ROM – EUR 25.00 Each Affidavit – EUR 25.00 Expedite Fee – EUR 10.00	48 minutes	
TOTAL		ROB – EUR 25.00 Each Affidavit – EUR 25.00 Expedite Fee – EUR 10.00	48 minutes	



10. Registration of Report of Death

Civil registration is a continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage, and death, as well as court decrees and legal instruments affecting his/her civil status in appropriate registers as mandated by Act No. 3753, the Philippine Civil Registry Law.

The Consulate registers the births, marriages, and deaths of Filipino citizens in the following German states under the Consulate's jurisdiction: Hesse, North Rhine-Westphalia, Thuringia, Baden-Württemberg, Rhineland-Palatinate, Saarland, and Bavaria.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Filipino citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Report of Death application form – 4 originals		https://frankfurtpcg.de/report-of-death
German Death Certificate in international format (Auszug aus dem Heiratseintrag – Formula B) – 1 original and 4 photocopies		Standesamt
Medical Report of Death (Leichenshauschein) stating the cause of death as certified by the attending physician with a certified English translation – 1 original and 4 photocopies		Applicant's own
Passport of the deceased – original and 4 photocopies		Applicant's own
Payment of Report of Death fee		Applicant's own
Additional requirements apply for the following cases:		
1. For Delayed Registration of Death applications		
Affidavit of Delayed Registration – 4 original copies		Affidavit of Delayed Registration executed at the Consulate – 4 original copies



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicant
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished application form, prepared Affidavit/s if any, and documents for evaluation and processing	Evaluates the supporting documents for authenticity and completeness Checks the application form for accuracy Checks Affidavit/s for accuracy Asks the applicant/s to sign the relevant forms and documents		25 mins	Applicant and Civil Registry Assistant
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee Gives documents to the processor for processing and signature of the Consul	ROB – EUR 25.00 Each Affidavit – EUR 25.00 Expedite Fee – EUR 10.00	2 minutes	Applicant and Collecting Officer
5. Request that the processed Report of Death be mailed back to you if this is your preferred arrangement	If applicant opted for regular processing, their processed documents are mailed out in 5 working days.			Applicant and Civil Registry Assistant
6. If applicant opted for expedited processing, await release of their document	Submits the signed applications and Affidavits, if any, to the Consul Signing of Consul Recording of the registered ROB/ROM/ROD		20 mins	Applicant, Civil Registry Assistant, and Consul
7. Review and receive documents.	Releases registered ROB/ROM/ROD to applicant		2 minutes	Applicant and Civil Registry Assistant
SUBTOTAL		ROB – EUR 25.00 Each Affidavit – EUR 25.00	48 minutes	



	Expedite Fee – EUR 10.00		
TOTAL	ROB – EUR 25.00 Each Affidavit – EUR 25.00 Expedite Fee – EUR 10.00	48 minutes	



11. Solemnization

A Philippine Consular Officer may solemnize marriages provided that the marriage is between one male and one female individual, both parties are Filipino citizens, and the ceremony will take place within the premises of the Consulate General.

This consular service is available strictly upon appointment only.

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Filipino citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Personal appearance	Applicant must appear in person	
Joint Affidavit of Contracting Parties for Marriage	Affidavit template from the Consular Section of the Consulate	
Application form for Marriage License	Application form from the Consular Section of the Consulate	
Both applicants' valid passports – original and 1 photocopy of the passport data and signature page/s per applicant	Applicant's own	
Both applicants' PSA Birth Certificate duly authenticated by the DFA – original + 1 photocopy per applicant	Philippine Statistics Authority Department of Foreign Affairs	
Both applicants' German IDs – original and 1 photocopy per applicant	Applicant's own	
One passport-sized photo from each applicant	Applicant's own	
Payment of relevant fees	Applicant's own	
Additional requirements apply for the following cases:		
1. If an applicant is single		



<p>PSA Certificate of No Record of Marriage (CENOMAR) issued less than 6 months prior to the date of submission, stating that it will be used for marriage abroad, and duly authenticated by the Department of Foreign Affairs – original and 1 photocopy per applicant</p>	<p>Philippine Statistics Authority</p>
<p>2. If an applicant is widowed</p>	
<ul style="list-style-type: none"> PSA Marriage Certificate with the deceased spouse – original and 1 photocopy 	<p>Philippine Statistics Authority</p>
<ul style="list-style-type: none"> PSA Death Certificate or PSA Report of Death of the deceased spouse, or authenticated/ Apostilled foreign Death Certificate of the deceased spouse – original and 1 photocopy 	<p>Philippine Statistics Authority, or Counterpart Civil Registration Office</p>
<p>3. If an applicant's previous marriage was annulled</p>	
<p>If the marriage was annulled in the Philippines: Court Decree of Annulment with a Certificate of Finality, duly authenticated by the Department of Foreign Affairs – original and 1 photocopy PSA Marriage Certificate with the previous spouse with the relevant annotation, duly authenticated by the Department of Foreign Affairs – original and 1 photocopy</p>	<p>Philippine Statistics Authority</p>
<p>If the marriage was annulled outside the Philippines: Court Decree of Annulment with a certified English translation if the original is not in English, duly authenticated or Apostilled by the relevant authority – original and 1 photocopy PSA Marriage Certificate with the previous spouse with the relevant annotation, duly authenticated by the Department of Foreign Affairs – original and 1 photocopy</p>	<p>Philippine Statistics Authority</p>
<p>4. If an applicant is previously divorced</p>	



PSA Marriage Certificate with the previous spouse with the relevant annotation, duly authenticated by the Department of Foreign Affairs – original and 1 photocopy		Philippine Statistics Authority		
5. If an applicant is below 25 years of age				
BETWEEN 18-20 YEARS OF AGE – Affidavit of Parental Consent executed by the applicant’s parents *Affidavits coming from the Philippines must be authenticated by the Department of Foreign Affairs		Applicant’s own		
BETWEEN 21-25 YEARS OF AGE – Sworn Statement that parental advice was sought		Applicant’s own		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate’s website at www.frankfurtpcg.de	The Consulate General’s website provides applicants with the list of requirements for their desired service and with the link to the Consulate’s appointment booking page.			Applicants
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant’s confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished Joint Affidavit, Marriage License application form, and complete supporting documents for evaluation and processing	Evaluates the supporting documents for authenticity and completeness Check the Joint Affidavit and application form for accuracy Checks Affidavit/s for accuracy Asks the applicant/s to sign the relevant documents Advises applicants of the posting schedule of their marriage banns and issuance schedule of their Marriage License Schedules applicants’ solemnization ceremony		25 mins	Applicants and Civil Registry Assistant



<p>4. Pay appropriate fee at the Cashier window</p>	<p>Issues receipts for processing fee</p> <p>Gives documents to the processor for processing and signature of the Consul</p>	<p>Joint Affidavit: EUR 25.00</p> <p>Marriage License: EUR 25.00</p> <p>Solemnization: EUR 60.00</p>	<p>2 minutes</p>	<p>Applicants and Collecting Officer</p>
<p>5. Await notification that the applicants' Marriage License is ready</p>	<p>Issues the applicants' Marriage License</p> <p>Advises applicants of the issuance of their Marriage License</p> <p>Requests the applicants to reconfirm the date of their solemnization ceremony</p> <p>Reminds the applicants to send photocopies of their supporting documents by post</p>		<p>11-13 days</p>	<p>Civil Registry Assistant and Consul</p>
<p>6. Confirm your desired solemnization schedule by email and mail the required number of photocopies of your supporting documents for your Report of Marriage to the Consulate</p>	<p>Prepares the applicants' Marriage Contract</p> <p>Pre-processes the applicants' Report of Marriage application</p>		<p>1-3 days</p>	<p>Applicants and Civil Registry Assistant</p>
<p>7. Appear at the Consulate for their Solemnization Ceremony</p>	<p>Solemnizes the applicants' marriage</p> <p>Reminds the applicants to complete their Report of Marriage application immediately afterwards</p>		<p>30 minutes</p>	<p>Applicants, Consul, and Civil Registry Assistant</p>
<p>SUBTOTAL</p>		<p>Joint Affidavit: EUR 25.00</p> <p>Marriage License: EUR 25.00</p> <p>Solemnization: EUR 60.00</p>		
<p>TOTAL</p>		<p>Joint Affidavit: EUR 25.00</p> <p>Marriage License: EUR 25.00</p> <p>Solemnization: EUR 60.00</p>		



12. Authentication of Documents

The Philippine Consulate General provides legalization services (authentication and notarials) for documents executed or emanating from within the German states under the Consulate's jurisdiction (Hesse, North Rhine-Westphalia, Thuringia, Baden-Württemberg, Rhineland-Palatinate, Saarland, and Bavaria) that are to be used in the Philippines.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Persons with transactions in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Commercial Documents		
If the document to be authenticated is in English or includes a built-in English translation: Original document pre-authenticated by the relevant <i>Industrie- und Handelskammer (IHK), Behörde für Justiz und Verbraucherschutz, Bezirksregierung, or Landgericht</i> , with one photocopy of the complete pre-authenticated document		Industrie- und Handelskammer (IHK), Behörde für Justiz und Verbraucherschutz, Bezirksregierung, or Landgericht
If the document to be authenticated is solely in German: Certified English translation of the original document prepared by a sworn translator and pre-authenticated by the relevant Landgericht, with one photocopy of the complete pre-authenticated document		Landgericht
2. For Civil Registry Documents		
Original international version of the civil registry document issued by the relevant Standesamt and pre-authenticated by the relevant <i>Regierungspräsidium, Bezirksregierung Landesverwaltung, or Aufsichts- und Dienstleistungsdirektion</i> , with one photocopy of the complete pre-authenticated document		Regierungspräsidium, Bezirksregierung Landesverwaltung, or Aufsichts- und Dienstleistungsdirektion



3. For Police Clearance	
Original Führungszeugnis issued by the relevant Einwohnermeldebehörde or Bundesamt für Justiz and pre-authenticated by the relevant Bundesamt für Justiz, with one photocopy of the complete pre-authenticated document, with one photocopy of the complete pre-authenticated document	Bundesamt für Justiz
4. For Affidavits, Special Power of Attorney, and various Forms and Contracts	
Original document in English notarized by a German Notar and pre-authenticated by the relevant Landgericht, with one photocopy of the complete pre-authenticated document	Landgericht
5. For Training (Ausbildung) Contracts	
If the original contract to be authenticated is in English or includes a built-in English translation: Original contract notarized by a German Notar and pre-authenticated by the relevant Landgericht, with one photocopy of the complete pre-authenticated document	Landgericht
If the original contract to be authenticated is in German only: Certified English translation of the original contract prepared by a sworn translator and pre-authenticated by the relevant Landgericht, with one photocopy of the complete pre-authenticated document	Landgericht
Certificate of Enrollment issued by the <i>Industrie- und Handelskammer</i> (IHK) or <i>Handwerkskammer</i> (HWK) that registered the Ausbildung or the school overseeing the classroom portion of the training – 2 copies	<i>Industrie- und Handelskammer</i> (IHK) or <i>Handwerkskammer</i> (HWK) that registered the Ausbildung or the school overseeing the classroom portion of the training
Trainee's passport data and signature pages – 2 copies	Trainee's own
Trainee's <i>Ausbildung</i> visa – 2 copies	Trainee's own



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicants
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called and submit documents for authentication and present 2 photo identification (IDs)	Reviews the documents for legalization: For Authentication - checks if document has been duly pre-authenticated by the correct German authority		10 minutes	Applicant and Consular Assistant
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee. Gives documents to the processor for processing and signature of the Consul	Per authentication request: EUR 25.00 Expedite fee: EUR 10.00	2 minutes	Applicant and Collecting Officer
1. Request that the processed documents be mailed back to you if this is your preferred arrangement	Applicant's processed document is mailed in 1-5 working days.		1-5 days	Consular Assistant and Consul
2. Otherwise, upon receiving notification from PCG, pick up your processed documents by proceeding to the window and presenting your receipt and or identification	Release the applicant's processed documents		1-5 days	Applicant and Consular Assistant
SUBTOTAL		Per authentication request: EUR 25.00 Expedite fee: EUR 10.00		
TOTAL		Per authentication request: EUR 25.00 Expedite fee: EUR 10.00		



13. Notarization of Documents

The Philippine Consulate General provides legalization services (authentication and notarials) for documents executed or emanating from within the German states under the Consulate's jurisdiction (Hesse, North Rhine-Westphalia, Thuringia, Baden-Württemberg, Rhineland-Palatinate, Saarland, and Bavaria) that are to be used in the Philippines.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Persons with transactions in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Affidavit of Support and Guarantee (AOSG)		
Filled up but unsigned Affidavit – 2 copies		Document template from the Consular Section of the Consulate, or Applicant's own
Signatory's passport – original and 2 photocopies of the passport data and signature page/s		Applicant's own
Verpflichtungserklärung, if any – 2 copies		Ausländerbehörde
Proof of financial capacity – 2 copies		Applicant's own
2. Other Affidavits, Special Power of Attorney, and Various Forms and Contracts		
Filled up but unsigned document – 2 copies		Document template from the Consular Section of the Consulate, or Applicant's own
Signatory's passport – original and 2 photocopies of the passport data and signature page/s		Applicant's own



CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicants
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called and submit documents for authentication and present 2 photo identification (IDs)	Reviews the documents for legalization: For Notarials - checks if document has been properly filled out and supporting documents are complete.		10 minutes	Applicant and Consular Assistant
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee. Gives documents to the processor for processing and signature of the Consul	Per notarization request: EUR 25.00 Expedite fee: EUR 10.00	2 minutes	Applicant and Collecting Officer
5. Request that the processed documents be mailed back to you if this is your preferred arrangement	Applicant's processed document is mailed in 1-5 working days.		1-5 days	Consular Assistant and Consul
6. Otherwise, upon receiving notification from PCG, pick up your processed documents by proceeding to the window and presenting your receipt and or identification	Release the applicant's processed documents		1-5 days	Applicant and Consular Assistant
SUBTOTAL		Per notarization request: EUR 25.00 Expedite fee: EUR 10.00		
TOTAL		Per notarization request: EUR 25.00 Expedite fee: EUR 10.00		



14. Certificate of Legal Capacity to Contract Marriage (LCCM Certificate)

The Philippine Consulate General may issue certifications for submission to German authorities in the states under the Consulate's jurisdiction based on documents issued by the relevant Philippine authorities.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Filipino citizens	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Personal appearance		Applicant must appear in person
Sworn Statement applying for a Certificate of Legal Capacity to Contract Marriage		https://frankfurtpcg.de/authentication-employment-contracts/legal-capacity-to-contract-marriage
Applicant's valid passport – original and 1 photocopy of the passport data and signature page/s		Applicant's own
Filipino applicant's PSA Birth Certificate duly authenticated by the DFA – original + 1 photocopy		Philippine Statistics Authority Department of Foreign Affairs
Copy of the Passport or Personalausweis of the fiancé(e)		Applicants' own
One passport-sized photo each from the applicant and the applicant's fiancé(e)		Applicants' own
Additional requirements apply for the following cases:		
1. If the Filipino applicant is single		
PSA Certificate of No Record of Marriage (CENOMAR) issued less than 6 months prior to the date of submission, stating that it will be used for marriage abroad, and duly		Philippine Statistics Authority



authenticated by the Department of Foreign Affairs – original and 1 photocopy per applicant	
2. If the Filipino applicant is widowed	
PSA Marriage Certificate with the deceased spouse – original and 1 photocopy	Philippine Statistics Authority
PSA Death Certificate or PSA Report of Death of the deceased spouse, or authenticated/ Apostilled foreign Death Certificate of the deceased spouse – original and 1 photocopy	Philippine Statistics Authority, or Counterpart Civil Registration Office
3. If the Filipino applicant’s previous marriage was annulled	
<p>If the marriage was annulled in the Philippines:</p> <p>Court Decree of Annulment with a Certificate of Finality, duly authenticated by the Department of Foreign Affairs – original and 1 photocopy</p> <p>PSA Marriage Certificate with the previous spouse with the relevant annotation, duly authenticated by the Department of Foreign Affairs – original and 1 photocopy</p>	Philippine Statistics Authority
<p>If the marriage was annulled outside the Philippines:</p> <p>Court Decree of Annulment with a certified English translation if the original is not in English, duly authenticated or Apostilled by the relevant authority – original and 1 photocopy</p> <p>PSA Marriage Certificate with the previous spouse with the relevant annotation, duly authenticated by the Department of Foreign Affairs – original and 1 photocopy</p>	Philippine Statistics Authority
4. If the Filipino applicant is previously divorced	
PSA Marriage Certificate with the previous spouse with the relevant annotation, duly authenticated by the Department of Foreign Affairs – original and 1 photocopy	Philippine Statistics Authority



5. If the Filipino applicant is below 25 years of age				
BETWEEN 18-20 YEARS OF AGE – Affidavit of Parental Consent executed by the applicant’s parents *Affidavits coming from the Philippines must be authenticated by the Department of Foreign Affairs		Applicant’s own		
BETWEEN 21-25 YEARS OF AGE – Sworn Statement that parental advice was sought		Applicant’s own		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicants
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your duly accomplished Sworn Statement and complete supporting documents for evaluation and processing	Evaluates the supporting documents for authenticity and completeness Check the Sworn Statement for accuracy Asks the applicant/s to sign the relevant documents Advises applicant of the posting schedule of his/her marriage banns and issuance schedule of his/her LCCM Certificate		25 mins	Applicants and Civil Registry Assistant
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee Gives documents to the processor for processing and signature of the Consul	Sworn Statement: EUR 25.00 LCCM Certificate: EUR 25.00	2 minutes	Applicants and Collecting Officer
5. Request that the processed LCCM Certificate be mailed back to you if this is your preferred arrangement	Issues the applicant’s LCCM Certificate 1-3 days after the posting period requirement is completed and mails the same to the applicant		11-13 days	Civil Registry Assistant and Consul



6. Otherwise, upon receiving notification from PCG, pick up your LCCM Certificate by proceeding to the window and presenting your receipt and or identification	Notify the applicant that their LCCM Certificate is ready for pick up.		11-13 days	Applicant and Civil Registry Assistant
7. Review and receive documents.	Release the applicant's LCCM Certificate		5 minutes	Applicant and Civil Registry Assistant
SUBTOTAL		Sworn Statement: EUR 25.00 LCCM Certificate: EUR 25.00		
TOTAL		Sworn Statement: EUR 25.00 LCCM Certificate: EUR 25.00		



15. Certification of NBI Clearance Application

The Philippine Consulate General may certify an applicant's NBI Clearance application for submission to relevant Philippine authorities.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Filipinos and persons who previously resided in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal appearance of the applicant		Applicant's own		
Applicant's passport – original and 2 photocopies of the passport data and signature pages		Applicant's own		
2 passport-sized photos		Applicant's own		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicants
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called and request NBI Form no. 5, accomplish the same, and submit the filled out form and required supporting documents	Provides NBI Form No. 5 Checks for completeness and accuracy of the filled out NBI form. Verifies the identity of the applicant.		5 minutes	Applicant and Consular Assistant
4. Pay appropriate fee at the Cashier window	Issues receipt for consularization and returns the NBI Form to processor for documentation and entry in logbook	Per certification request: EUR 25.00	2 minutes	Applicant and Collecting Officer



5. Follow instructions from Consular personnel on procedure for taking fingerprint impressions on the NBI Form	NBI Processor assists applicant for fingerprinting Signing of Officer		10 mins	Applicant, Consular Assistant and Consul
6. Review and receive documents.	Releases NBI Form to applicant after retaining file copy		2 minutes	Applicant and Consular Assistant
<i>SUBTOTAL</i>		Per certification request: EUR 25.00	20 minutes	
TOTAL		Per certification request: EUR 25.00	20 minutes	



16. Consular Mortuary Certificate for the Shipment of Human Remains (CMC)

Philippine Consulate General may issue a Consular Mortuary Certificate for the shipment of human remains, whether cremated or as a cadaver, for submission to relevant Philippine authorities.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	Those shipping human remains to the Philippines
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Request form for a Consular Mortuary Certificate	https://frankfurtpcg.de/shipment-of-human-remains-urns-to-the-philippines
If the deceased was a Filipino citizen at the time of passing: registered Report of Death – original and 1 photocopy	Applicant's own
International version of the German Death Certificate (<i>Formula C - Auszug aus dem Sterbeeintrag</i>) – original and 1 photocopy	Standesamt
Medical Report of Death (<i>Leichenshauschein</i>) stating the cause of death as certified by the attending physician, with a certified English translation – original and 1 photocopy	Attending Physician
Certificate of Non-Contagious Disease in English or with a certified English translation – original and 1 photocopy	Gesundheitsamt
Copy of the passport or <i>Personalausweis</i> of the deceased – 2 copies	Applicant's own
If to be brought to the Philippines by a family member: family member's itinerary of travel – 2 copies	Applicant's own
If to be sent as unaccompanied cargo: Airway bill and flight details – 2 copies	Applicant's own



1. Additional Requirements if the Deceased has been Cremated				
Notarized Certificate of Cremation (<i>Einäscherungs-bescheinigung</i>) stating the below points, in English or with a certified English translation: <ul style="list-style-type: none"> • The body was properly cremated in accordance with internationally accepted practices; • The ashes are in a sanitary condition for overseas shipment, consistent with existing standards; and • The urn has been hermetically sealed and contains only the remains of the deceased. 		Crematorium		
2. Additional Requirements if the Deceased has been Embalmed				
Notarized Mortuary and Embalming Certificate/s stating the below points, in English or with a certified English translation: <ul style="list-style-type: none"> • The body was properly embalmed in accordance with internationally accepted practices; • The body is in a sanitary condition for overseas shipment, consistent with existing standards; and • The coffin/casket has been hermetically sealed and contains only the remains of the deceased. 		Mortuary or Funeral Director		
Corpse Transit Permit (<i>Liechenpass</i>)		Standesamt		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicants
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist



3. Proceed to appropriate window when your number is called to submit your request letter for a CMC and complete supporting documents	Evaluates the supporting documents for authenticity and completeness Checks the request form for accuracy Asks the applicant to sign the relevant forms and documents		5 minutes	Applicant and Consular Assistant
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee. Gives documents to the processor for processing and signature of the Consul	Per certification request: EUR 25.00	2 minutes	Applicant and Collecting Officer
5. Request that the processed CMC be mailed back to you if this is your preferred arrangement	Issues the applicant's CMC Certificate 1-3 days after the posting period requirement is completed and mails the same to the applicant		10 mins	Applicant, Consular Assistant and Consul
6. Otherwise, upon receiving notification from PCG, pick up your CMC by proceeding to the window and presenting your receipt and or identification	Notify the applicant that their CMC is ready for pick up			
7. Review and receive documents.	Release the applicant's CMC			Applicant and Consular Assistant
SUBTOTAL		Per certification request: EUR 25.00	20 minutes	
TOTAL		Per certification request: EUR 25.00	20 minutes	



17. Other Certifications

The Philippine Consulate General may issue certifications for submission to German authorities in the states under the Consulate's jurisdiction based on documents issued by the relevant Philippine authorities.

This consular service is available upon appointment on Mondays, Tuesdays, Thursdays, and Fridays (9:30 AM to 5:30 PM).

Office or Division:	Consular Section			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Persons with transactions in the Philippines			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certification on Change of Name due to Marriage				
Applicant's PSA Birth Certificate		Philippine Statistics Authority		
Applicant's PSA Marriage Certificate or PSA Report of Marriage or original Report of Marriage registered by the Consulate within the last 12 months		Philippine Statistics Authority		
Applicant's old Philippine passport		Applicant's own		
Applicant's current Philippine passport		Applicant's own		
2. Other Types of Certifications				
As required by the Consul depending on the type of Certification requested				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicants



2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called and submit documents for authentication and present 2 photo identification (IDs)	Reviews the documents for legalization: For Notarials - checks if document has been properly filled out and supporting documents are complete.		10 minutes	Applicant and Consular Assistant
4. Pay appropriate fee at the Cashier window	Issues receipts for processing fee. Gives documents to the processor for processing and signature of the Consul	Per certification request: EUR 25.00 Expedite fee: EUR 10.00	2 minutes	Applicant and Collecting Officer
5. Request that the processed documents be mailed back to you if this is your preferred arrangement	Applicant's processed document is mailed in 1-5 working days.		1-5 days	Consular Assistant and Consul
6. Otherwise, upon receiving notification from PCG, pick up your processed documents by proceeding to the window and presenting your receipt and or identification	Release the applicant's processed documents		1-5 days	Applicant and Consular Assistant
SUBTOTAL		Per certification request: EUR 25.00 Expedite fee: EUR 10.00		
TOTAL		Per certification request: EUR 25.00 Expedite fee: EUR 10.00		



18. Citizenship Reacquisition/Retention under R.A. 9225

The Citizenship Retention and Re-acquisition Act of 2003 (Republic Act no. 9225) allows former natural-born citizens of the Philippines who have lost their Philippine citizenship by reason of their naturalization as citizens of another country to reacquire or retain the same by completing the citizenship reacquisition/retention process with relevant Foreign Service Posts.

This consular service is available strictly upon appointment.

Office or Division:	Consular Section	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Persons with transactions in the Philippines	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
R.A.9225 Reacquisition and Retention Application Form	https://frankfurtpcg.de/re-acquisition-retention-of-filipino-citizenship	
PSA Birth Certificate or PSA Report of Marriage – original and 3 photocopies	Philippine Statistics Authority	
Old Philippine passport, old PRC ID, or old Voter’s ID – original and 3 photocopies	Applicant’s own	
Naturalization Certificate with certified English translation – original and 3 photocopies	Applicant’s own	
Current valid passport – original and 3 photocopies	Applicant’s own	
Payment of relevant fees	Applicant’s own	
1. Additional documents if the applicant is married		
If the client married while they still carried Philippine citizenship, PSA Marriage Certificate or PSA Report of Marriage – original and 3 photocopies	Philippine Statistics Authority	



If the client married or remarried after naturalization, international version of their Marriage Certificate – original and 3 photocopies		Counterpart Civil Registry Office		
2. Additional documents if the applicant has no PSA-issued Birth Certificate:				
PSA-issued Negative Certification of Birth		Philippine Statistics Authority		
Certification from the Local Civil Registry Office where the applicant was born pertaining to the latter's records		Local Civil Registry Office		
Additional Philippine IDs and documents reflecting applicant's birth details		Applicant's own		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the list of requirements and get an appointment through the Consulate's website at www.frankfurtpcg.de	The Consulate General's website provides applicants with the list of requirements for their desired service and with the link to the Consulate's appointment booking page.			Applicants
2. Proceed to receptionist to confirm appointment and get a number	Verifies applicant's confirmation email Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called to submit your application form and complete supporting documents	Receives and reviews the application form and supporting documents for authenticity and completeness Verifies identity of the applicant and derivatives, if applicable Asks applicant to sign relevant documents and affix thumbmarks after review		10 minutes	Applicant and Consular Assistant
4. Review your details in your Oath of Allegiance, Identification Certificate, and Instant Petition, sign the relevant documents, and affix your thumbmarks on the Identification Certificate	Asks applicant to sign relevant documents and affix thumbmarks after review		5 minutes	



5. Pay appropriate fee at the Cashier window	Issues receipt for processing fee	Principal: EUR 50.00 Derivative: EUR 25.00 Expedite fee: EUR 10.00	2 minutes	Applicant and Collecting Officer
6. Listen to briefing and ask questions if any	Provides briefing on the rights, privileges, and duties they will regain after completing the citizenship retention/ reacquisition process		35 minutes	Legal Officer
7. Applicant takes an Oath of Allegiance to the Republic of the Philippines	Guides applicants through their Oath of Allegiance		5 minutes	Applicant and Consul
8. Review and receive documents.	Releases applicant's Oath of Allegiance, Identification Certificate, and Petition.		5 minutes	Applicant and Consular Assistant
SUBTOTAL		Principal: EUR 50.00 Derivative: EUR 25.00 Expedite fee: EUR 10.00	63 minutes	
TOTAL		Principal: EUR 50.00 Derivative: EUR 25.00 Expedite fee: EUR 10.00	63 minutes	



19. Overseas Voters Registration

Qualified Filipino citizens residing abroad may register as an overseas voter with the Philippine Consulate General in order to be able to vote in Philippine national elections.

This service is available daily during the Consulate's operating hours (9:30 AM to 5:30 PM).

Office or Division:	Consular Section			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Filipino citizens aged 18 years and above			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal appearance of the applicant		Applicant's own		
<ul style="list-style-type: none"> Applicant's passport – original and 2 photocopies of the passport data and signature pages; OR Seaman's Book – original and 2 photocopies of the passport data and signature pages; OR Oath of Allegiance and Order of Approval or Identification Certificate (for Dual Citizens) 		<ul style="list-style-type: none"> Department of Foreign Affairs MARINA Foreign Service Posts / Bureau of Immigration 		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Check the Consulate's website at www.frankfurtpcg.de to ensure that the Consulate will be open when you plan to visit	The Consulate General's website provides applicants with the list of requirements for their desired service and with the list of holidays that the Consulate will observe in the current year.			Applicants
2. Proceed to receptionist to obtain an application form and get a number	Provides the application form Issues queue number		1 minute	Receptionist
3. Proceed to appropriate window when your number is called and submit the filled out form and required supporting documents	Checks for completeness and accuracy of the filled out OVF1 form Verifies the identity of the applicant		5 minutes	Applicant and Consular Assistant
4. Wait while the VRM Operator encodes the application	Encodes the applicant's data and prepares for biometric capture		5 minutes	VRM Operator
7. Proceed to the appropriate area when your name is called for biometric capture	VRM Operator to assist the applicant		10 mins	Applicant and VRM Operator



8. Review and proceed with the OV registration application.	Releases the Acknowledgment Receipt to the applicant as proof of their completed OV registration application		2 minutes	Applicant and VRM Operator
SUBTOTAL		Per certification request: EUR 25.00	23 minutes	
TOTAL		Per certification request: EUR 25.00	23 minutes	



20. Certificate of Appearance

Philippine government officials who participate in official engagements within Post's Consular jurisdiction may request a Certificate of Appearance issued by the Philippine Consulate General for submission to their respective agencies

This service is available daily during the Consulate's operating hours (9:30 AM to 5:30 PM).

Office or Division:	Consular Section			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Philippine Government Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Copy of the applicant's passport		Applicant's own		
Proof of the applicant's participation in the official engagement		Applicant's own		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a request for the issuance of a Certificate of Appearance to the email address: frankfurt.pcg@dfa.gov.ph with the details of the engagement and the applicant's proof of attendance attached	Acknowledge receipt of the request Log the request and convey the same to the Consulate's Administrative Officer		5 minutes	Applicant, Comms Officer, and Administrative Officer
2. Wait for the Certificate of Appearance to be issued	Evaluate the request and supporting documents If satisfactory: Prepare the Certificate of Appearance If unsatisfactory: Request additional documentation		1-3 days	Administrative Officer
3. Receive the Certificate of Appearance and review the contents for correctness	Release the Certificate of Appearance			Applicant and Administrative Officer
SUBTOTAL			1-3 days	
TOTAL			1-3 days	



FEEDBACK AND COMPLAINTS MECHANISM

<p>How do I send feedback?</p>	<p>DO NOT EDIT THIS FIELD. The Department of Foreign Affairs has adopted the Harmonized Client Satisfaction Measurement¹ which is a standardized framework in measuring client satisfaction across all levels of the government.</p> <p>To provide feedback, the applicant/stakeholder may fill out the digital Service Quality Feedback Form (SQFF) by scanning the QR Code posted in conspicuous spaces around the office or by visiting the corresponding link of form where the service was availed:</p> <ul style="list-style-type: none">• Home Office: bit.ly/SQFFHO• NCR Consular Office: bit.ly/SQFFNCR• Luzon Consular Office: bit.ly/LuzonCO• Visayas Consular Office: bit.ly/VisayasCO• Mindanao Consular Office: bit.ly/MindanaoCO• Philippine Embassy, Consulates General, or Mission: bit.ly/SQFFSP <p>A valid feedback must at least contain the following information:</p> <ul style="list-style-type: none">• Date of Transaction or Request• Office Visited• Service/s Availed• Service Quality Dimensions Rating <p>Note: Some DFA Units have paper-based version of the SQFF and drop box available at counters.</p>
<p>How are feedbacks processed?</p>	<p>DO NOT EDIT THIS FIELD. Each organizational unit is required to monitor the database assigned to them for any unfavorable negative feedback and take appropriate actions to address them. Actions on pertinent feedback are reflected in the database of each organizational unit.</p> <p>The DFA's QMS Unit also use the data from the master</p>

¹ [Anti-Red Tape Act Memorandum Circular No. 2022-05](#)



	<p>database to report on customer satisfaction and feedback during the regular Management Review. The DFA-CART, on the other hand, will be in charge of submitting a Service Quality Feedback Report (SQFR) to relevant external regulatory bodies. A copy of the report will be uploaded in the DFA Official Website.</p>
<p>How do I file a complaint?</p>	<p>Complaints may be lodged by sending an email to either of the Consulate's official email addresses:</p> <ul style="list-style-type: none"> • frankfurt.pcg@dfa.gov.ph or • frankfurtpcg.consular@dfa.gov.ph <p>A valid complaint must at least contain the following information:</p> <ul style="list-style-type: none"> • Date of Transaction or Request • Name and Contact Information of the Applicant • Service/s Availed • Description of the Issue/s Experienced • Description of the Desired Resolution
<p>How are complaints processed?</p>	<p>Valid complaints are received and reviewed by the supervising Consul.</p> <p>The Consul will contact the complainant to request additional information to clarify the issue if needed.</p> <p>The Consul will speak with the staff member/s involved to obtain their side of the story.</p> <p>The Consul will assess the issues raised in the complaint, identify the appropriate measure to address said issues and enact these, and inform the complainant of the said actions.</p> <p>Note: Inputs of offices/posts in this section will be used to create a standard complaints mechanism procedure that will be included in the consolidated Citizen's Charter.</p>
<p>Contact Information of Anti-Red Tape Authority (ARTA), Presidential Complaints Center</p>	<p>DO NOT EDIT THIS FIELD. ARTA 8478 5091</p>



(PCC), and CSC Contact Center ng Bayan (CCB)	<p>8478 5099 complaints@arta.gov.ph</p> <p>PCC 8888</p> <p>CCB 0908 881 6565 (SMS)</p>
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Office / Foreign Service Post	Address	Contact Information
Philippine Consulate General in Frankfurt, Germany	1st Floor, WestendCarree Grüneburgweg 16-18 60322 Frankfurt am Main Germany	<p>Trunkline: +49 69 8700 66900 Hotline: +49 151 6248 7425 Emergency line: +49 151 5354 6841</p> <p>Email Address: frankfurt.pcg@dfa.gov.ph frankfurtpcg.consular@dfa.gov.ph</p>