

# MAKE YOUR VISIT TO THE CONSULATE HASSLE-FREE

- **BRING ALL DOCUMENTS IN SUPPORT OF YOUR APPLICATION**

Clients with incomplete requirements will face inconvenience and may be told to secure another appointment and/or return on a different day.

- **CHECK YOUR ATTIRE**

Clients are expected to dress appropriately for a visit to a government office. Those wearing shorts, mini skirts, skimpy/see through/cropped tops, slippers or flip flops will not be allowed entry even if you have an appointment on that day

- **COME 15 MINUTES PRIOR TO YOUR SCHEDULE**

- **COME ALONE, UNLESS YOU NEED ASSISTANCE OR THE APPLICANT IS A MINOR**

- **BRING YOUR OWN PEN**

- **BRING EXACT CHANGE IF PAYING IN CASH OR PAY WITH YOUR CREDIT CARD**

- **NOTARIZED/LEGALIZED DOCUMENTS WILL BE RELEASED BY MAIL UNLESS SAME-DAY RELEASE IS REQUESTED AND APPROVED**

- **CIVIL REGISTRY SERVICES ARE PRIMARILY BY MAIL ONLY**

In-person transactions are allowed with appointments; walk-in transactions for a consular mortuary certificate is allowed

- **EPASSPORTS ARE RELEASED BY MAIL ONLY**

- **SAME-DAY OATH-TAKING**

Successful dual citizenship petitioners will take their oath and receive their documents on the day they submit their petition.

- **CERTIFIED TRUE COPY OF DOCUMENTS**

If you forget to bring your dual citizenship documents for your passport appointment, you may secure a copy (fees apply) by requesting a number from the hall officer for Notarial service (not for Dual Citizenship).

