

CONSULAR OUTREACH MISSION TO PALM SPRINGS, CALIFORNIA
05-06 October 2024

Los Angeles, 09 September 2024 – A team from the Philippine Consulate General in Los Angeles will conduct a **Consular Outreach Program in Palm Springs, California on 05-06 OCTOBER 2024**.

Location : **401 S Pavilion Way, Palm Springs, CA 92262**
Service Hours : 9:00 am – 12:00 noon; 1:30 pm – 5:00 pm

Outreach email : **LAPCGPALMSPRINGS@GMAIL.COM**

Use this email to set an appointment and submit requirements. Please indicate your mobile/phone number in your email **and attach the requirements in PDF (read pp. 2-5 of this Notice)**.

This outreach mission is being undertaken in cooperation with the National Alliance of Filipino-Americans, Inc.

The following consular services will be rendered:

1. Renewal and/or first-time applications for **Electronic Passport (ePassport)**. Appointment required (see above email address);

2. Petitions for the **Retention or Re-acquisition of Philippine (i.e., Dual) Citizenship** pursuant to Republic Act 9225 or the *Dual Citizenship Law*. Oath-taking will be scheduled on the same day for qualified applicants. Petitioners are advised to wear appropriate clothing for the occasion. Appointment required (see above email address);

3. Applications for **Civil Registry Reporting (i.e., Report of Birth, Marriage or Death)**. Appointment required (see above email address);

4. Appointments not required for **Consular Notarization** but documents will be processed in Los Angeles and returned to the applicant by mail. **You will need a Self-Addressed Stamped Envelope (SASE) for this transaction;**

5. Overseas Voters' Registration. Appointment not required.

6. Assistance to Nationals Helpdesk. Appointment not required.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website <https://losangelespcg.org/about-the-consulate/outreach/> and social media pages on Facebook, X (formerly Twitter), and Instagram on or before **01 OCTOBER 2024**.

IMPORTANT NOTICE TO ALL APPLICANTS
PLEASE READ CAREFULLY

- MOST SERVICES ARE TO BE AVAILED STRICTLY **BY APPOINTMENT THROUGH THE EMAIL ADDRESS LISTED ABOVE** AND WITH EMAILED COMPLETE DOCUMENTS ONLY. **NO WALK-IN APPLICANTS WILL BE ACCEPTED;**
(Follow the Appointment Scheduling Steps applicable to your needed service as specified below on pp. 3-4 of this Notice)

- APPLICATIONS SENT THROUGH THIRD PARTY FACILITATORS WILL NOT BE ACCEPTED;

- APPLICANTS MUST PERSONALLY APPEAR DURING THE APPOINTED TIME AND **BRING ALL DOCUMENTARY REQUIREMENTS (ORIGINALS AND PHOTOCOPIES);**

- FAILURE TO APPEAR DURING THE APPOINTED TIME OR TO BRING COMPLETE DOCUMENTS WILL RESULT IN CANCELLATION OF APPOINTMENT;

- THE CONSULATE GENERAL DOES NOT CHARGE FEES NOR DOES IT ACCEPT DONATIONS RELATED TO THE ENTRY OR USE OF THE VENUE;

- APPLICANTS MUST **BRING THEIR OWN PENS AND SELF-ADDRESSED STAMPED ENVELOPES (SASE)**
(Except for Dual Citizenship and Civil Registry applicants, who do not need a SASE)

A. Appointment Scheduling Steps for ePASSPORT Applicants during the Consular Outreach Mission to Palm Springs, California:

1. Click [here](#) to check the requirements for passport applications.

2. Download and accomplish the ePassport application form ([click here](#));

3. Send an advance copy of the completed ePassport application form and data page (bearing the name and photo) of the expired or expiring passport in PDF format. Thumbprints (if needed) and signature must be affixed and all pertinent data on the application form. For first-time ePassport applicants, please send copies of your supporting documents (i.e., NSO/PSA Birth Certificate and/or Marriage Contract, if applicable);

4. All application forms and supporting documents must be emailed in PDF format to the Consulate General (Attn: Las Vegas Outreach) to this email address: **LAPCGPALMSPRINGS@GMAIL.COM** .

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED;

5. In your email, please indicate your complete contact details, including email address and telephone number since the processor may need to contact you regarding the submission of additional documents, if necessary; and,

6. On the day of their appointment, applicants must bring their accomplished application form, as well as the ORIGINALS and photocopies of the supporting documents.

All applications must be received no later than 25 SEPTEMBER 2024 or until we receive 210 applications, whichever comes first. Please note that application slots are easily filled up after a couple of days so please ensure that your submission is complete.

Please note that personal appearance is required in all cases, regardless of age (including applicants who are 65 years old and above and minors who are below 18 years old). Do not bring passport pictures. Photos and biometrics of the applicant will be taken onsite. The applicant must wear office-appropriate attire (no sleeveless attire) and will have photo taken without eyeglasses / contact lenses. No facial piercings allowed during photo capture.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website and social media accounts on or before **01 OCTOBER 2024**.

B. Appointment Scheduling Steps for **DUAL CITIZENSHIP Petitions during the Consular Outreach Mission to Palm Springs, California**

1. Download the form and check the requirements [here](#);
2. Accomplish the form and prepare the supporting documents;

3. Send an email with your appointment request, indicating your name, contact number and email address, plus a copy of the form and supporting documents in PDF format to **LAPCGPALMSPRINGS@GMAIL.COM** Attn: Palm Springs Outreach)

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED;

4. On the day of their appointment, applicants must bring their accomplished form, the original supporting documents and photocopies per applicant, including those of the minor/s included in the petition;

5. Please note that oath-taking will be scheduled on the same day for qualified applicants. Applicants should take their oath as Dual Citizens in OFFICE-APPROPRIATE ATTIRE. The Consulate General shall **REFUSE** oath-taking to applicants wearing inappropriate outfit such as: Sleeveless shirts/blouses; Sandos (i.e., tank tops); Skimpy clothes; Shorts; Slippers.

All applications must be received no later than 25 SEPTEMBER 2024 or until we receive 70 applications, whichever comes first. Please note that application slots are easily filled up after a couple of days, so please ensure that your submission is complete.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website and social media accounts on or before **01 OCTOBER 2024**.

C. CIVIL REGISTRY REPORTING (Reports of Birth, Marriage, or Death)

1. Click the following link for the requirements of your particular civil registry application:
[Report of Birth \(ROB\) information](#)
[Report of Marriage \(ROM\) information](#)
[Report of Death \(ROD\) information](#)

2. Click the following links for the applicable forms to download and fill out;

[ROB form](#)
[ROM form](#)
[ROD form](#)

3. Complete the forms and prepare the supporting documents;

4. Send an email request to **LAPCGPALMSPRINGS@GMAIL.COM** to inform us of your intent of filing a civil registry report during the Palm Springs outreach. Please indicate your complete contact details, including email address and telephone number since the processor

may need to contact you after the outreach regarding the submission of additional documents, if necessary; and

5. On the day of your visit, bring the completed report forms with the supporting documents and requisite number of photocopies as indicated in the information page of the specific civil registry reporting service being availed of.

All requests must be received no later than 25 SEPTEMBER 2024 or until we receive 32 applications, whichever comes first. Please note that application slots are easily filled up after a couple of days, so please ensure that your submission is complete.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website and social media accounts on **01 OCTOBER 2024**.

D. CONSULAR NOTARIZATION (Acknowledgement of SPA/bank/insurance account opening documents/extrajudicial settlements, affidavits, certified true copy of passports, etc.)

The document to be presented to the outreach team for notarization should not have been previously notarized by a licensed notary public in the US.

On the day of the outreach, those who require consular notarization services should present themselves at the outreach venue and present the original unsigned document, plus a second copy for the Consulate's files, together with their valid IDs plus two photocopies per ID. A self-addressed, stamped envelope should also be submitted together with the document.

ADDITIONAL INFORMATION FOR ALL APPLICANTS

All requests for appointments should be emailed to LAPCGPALMSPRINGS@GMAIL.COM together with copies of the required supporting documents of the requested service. **The original documents should be presented during the appointment.**

APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED.

All applicants are advised to transact their business directly with Consulate General officials

PAYMENT OF CONSULAR FEES

Fees must be paid in person at the scheduled appointment.

Payments should be paid directly to the collecting officer/cashier of the Consulate General during the outreach mission and inside the venue only. Please be informed that the Consulate General has not authorized other people or entities to collect fees for all consular services rendered. There is an additional overtime fee of US\$10.00 charged for every service, in compliance with Department regulations on additional fees for services rendered outside regular working days and hours:

- ePassport : \$60.00 passport fee
\$150.00 for lost passports
- Dual Citizenship: \$50.00 processing fee + \$10 expedited fee per petition
\$25.00 per minor child derivative + \$10 expedited fee per child
- Civil Registry: \$25.00 processing fee + \$10 expedited fee per report
- Consular Notarization: \$25.00 processing fee + \$10 expedited fee per document

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