



**CONSULAR OUTREACH MISSION TO PHOENIX, ARIZONA
16 – 17 NOVEMBER 2024**

Los Angeles, 16 October 2024 – A team from the Philippine Consulate General in Los Angeles will conduct a **Consular Outreach Program in Phoenix, AZ on 16-17 November 2024**, in cooperation with the Philippine American Chamber of Commerce of Arizona.

Location : **3845 N. 44th Street, Phoenix, AZ 85018**

Service Hours : 9:00 am – 12:00 noon; 1:00 pm – 5:00 pm

Outreach email : **lapcgoutreach.phoenix@gmail.com**

[Click Here to Request an Appointment](#)

Use the link above to request an appointment and submit requirements. Alternatively, you may also request an appointment via the outreach email (**lapcgoutreach.phoenix@gmail.com**), indicating your mobile/phone number and attaching the requirements in PDF or image format (refer to pages 3-6 of this Notice).

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. Documents for **Consular Notarization** will be accepted but these will be processed in Los Angeles and returned to the applicant by mail. Appointment not required. **You will need a Self-Addressed Stamped Envelope (SASE) for this transaction;** and,
5. **Assistance-to-Nationals (ATN) 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/>) on **12 November 2024**.

For inquiries, email: lapcgoutreach.phoenix@gmail.com.

IMPORTANT NOTICE TO ALL APPLICANTS
PLEASE READ CAREFULLY

- MOST SERVICES ARE BEING OFFERED STRICTLY **BY APPOINTMENT THROUGH THE LINK OR EMAIL ADDRESS PROVIDED ABOVE.**
- ONLY REQUESTS WITH COMPLETE DOCUMENTARY REQUIREMENTS WILL BE CONSIDERED. NO WALK-IN APPLICANTS WILL BE ACCEPTED;

Follow the Appointment Scheduling Steps applicable to your needed service as specified below on pages 3-6 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 THE 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)

Appointment Scheduling Steps for ePASSPORT Applicants during the Consular Outreach Mission to Phoenix, Arizona:

1. Visit the Philippine Consulate General [website](#) to check the requirements and download the ePassport application form;
2. Complete the ePassport Application form and prepare supporting documents.
3. Fill out the appointment request form using [this link](#) and upload a 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 signatures must be affixed on the application form. For first-time ePassport applicants, please also upload copies of your supporting documents (i.e. PSA Birth Certificate and/or Marriage Contract, if applicable);
4. Alternatively, you may email the documentary requirements to lapcgoutreach.phoenix@gmail.com. Your email must indicate your complete contact details, including email address and telephone number.
5. All application forms and supporting documents must be in PDF or image format.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED.

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

All applications must be received no later than 8 November 2024 or until we receive 250 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 on **12 November 2024**.

Appointment Scheduling Steps for DUAL CITIZENSHIP Petitions during the Consular Outreach Mission to PHOENIX, ARIZONA:

1. Visit the Philippine Consulate General [website](#) to download and accomplish the Dual Citizenship Application form;
2. Complete the Dual Citizenship Application form and prepare supporting documents;
3. Fill out the appointment request form using [this link](#) and upload the complete dual citizenship application form and supporting documents.
4. Alternatively, you may email the documentary requirements to lapcgoutreach.phoenix@gmail.com. Your email must indicate your complete contact details, including email address and telephone number.
5. All application forms and supporting documents must be in PDF or image format.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED.

6. On the day of their appointment, you must bring the accomplished application form, the ORIGINALS and photocopies of the supporting documents, as well as two 2 x 2 ID photos per applicant, including minor derivatives;
7. Those who are **only** applying for Dual Citizenship (and not any other service) do not need to bring a self-addressed stamped envelope.
8. 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 8 November 2024 or until we receive 100 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 on **12 November 2024**.

Appointment Scheduling Steps for CIVIL REGISTRY REPORTING [Reports of Birth (ROB); Marriage (ROM) or Death (ROD)] during the Consular Outreach Mission to Phoenix, Arizona:

1. Visit the Philippine Consulate General [website](#) to check the requirements and download the ROB, ROM or ROD form.
2. Complete the ROB, ROM or ROD form and prepare supporting documents.
3. Fill out the appointment request form using [this link](#) and upload the completed ROB/ROM / ROM and supporting documents.
4. Alternatively, you may email the documentary requirements to lapcgoutreach.phoenix@gmail.com. Your email must indicate your complete contact details, including email address and telephone number.
5. All application forms and supporting documents must be in PDF or image format.

INCOMPLETE SUBMISSIONS WILL NOT BE PROCESSED.

6. On the day of your appointment, you must bring four (4) sets of: original accomplished and signed civil registry reporting forms, as well as photocopied supporting document, also four (4) sets. ORIGINALS of the supporting documents must also be brought for verification of photocopies and will be returned to the applicant.

All applications must be received no later than 8 November 2024 or until we receive 50 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 on **12 November 2024**.

CONSULAR NOTARIZATION (Acknowledgment of SPA/bank/insurance account opening documents/ extrajudicial settlements, certified true copy of passport, affidavits, sworn statements, etc.)

The document to be presented to the outreach team for notarizations should not have been previously notarized by a licensed notary public in the US. If your document has already been acknowledged by a notary public, you must secure an Apostille from the Secretary of State prior to submitting the document to end user in the Philippines.

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

Only requests with complete documentary requirements submitted using [this link](#) or emailed to lapcgoutreach.phoenix@gmail.com will be considered. **The original documents should be presented during the appointment.**

APPLICATIONS WITH INCOMPLETE REQUIREMENTS WILL NOT BE PROCESSED.

All applicants must 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 consular services (except ePassport) rendered during consular outreach missions, in compliance with existing regulations of the Department of Foreign Affairs:

- ePassport : \$60.00 processing 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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