



**CONSULAR OUTREACH MISSION TO LAS VEGAS, NEVADA
05-06 APRIL 2025**

Los Angeles, 24 February 2025 – A team from the Philippine Consulate General in Los Angeles will conduct a **Consular Outreach Program in Las Vegas, Nevada on 05 – 06 April 2025**.

Location : **Santa Fe Station Hotel and Casino
4949 N Rancho Drive
Las Vegas, NV 89130**

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

This outreach mission is being undertaken in cooperation with The Bicycle Club.

The following consular services will be rendered:

1. Renewal and/or first-time applications for **Electronic Passport (ePassport)**. **Appointment via www.passport.gov.ph**. You will need to provide a Self-Addressed Stamped Envelope (SASE) for this service.
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 issued after submission of complete application by mail.**
3. Applications for **Civil Registry Reporting (i.e., Report of Birth, Marriage or Death)**. **Appointment issued after submission of complete application by mail.**
4. **Consular Notarization**. Appointment not required. **NOTE:** You will need to provide a SASE for this service.
5. Services for SSS members

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website (<https://www.philippineconsulatela.org/about-the-consulate/outreach>) and social media pages on Facebook, X (formerly Twitter), and Instagram on **01 April 2025**.

IMPORTANT NOTICE TO ALL APPLICANTS
PLEASE READ CAREFULLY

- MOST SERVICES ARE TO BE AVAILED STRICTLY **BY APPOINTMENT ONLY**. Follow the Appointment Scheduling Steps applicable to your needed service as specified below on pp. 3-4 of this Notice.
- APPLICANTS MUST PERSONALLY APPEAR DURING THE APPOINTED TIME. 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 Las Vegas, Nevada:

1. Click [here](#) to check the requirements for passport applications before making an appointment.
2. To make an appointment, visit www.passport.gov.ph, select “**Schedule an Appointment**”, then choose “**North America**” for the region, “**United States of America**” for the country, and “**PCG LOS ANGELES – Outreach in Las Vegas, Nevada**”;
3. Wait for the page to load then choose your preferred date, either Saturday, April 5, 2025, or Sunday, April 6, 2025, and your preferred time;
4. Fill in the information required;
5. Once you have submitted your application, check the email address you used for the confirmation email. The confirmation email will provide the confirmation of the chosen appointment schedule and the accomplished application form containing the information provided by the applicant during the appointment process.
6. On the day of your appointment, bring the printed appointment packet containing the confirmation email, the accomplished application form, supporting documents, payment, and your self-addressed stamped envelope.
7. When called, present your application documents to the passport encoder and follow the instructions to be given to you.
8. Once completed, your passport application will take six to eight weeks to process and you will receive your new passport by mail.

Please take note that passport appointments will close on March 31, 2025. The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General’s website and social media accounts on **01 April 2025**.

Click the link below to watch a guide on how to book a passport appointment to help you understand the process:

https://www.facebook.com/PHLinLA/videos/957368306409629/?extid=CL-UNK-UNK-UNK-IO5_GK0T-GK1C&ref=sharing&mibextid=cr9u03

B. Appointment Scheduling Steps for DUAL CITIZENSHIP Petitions during the Consular Outreach Mission to Las Vegas, Nevada

1. Check the documentary requirements and download the dual citizenship petition application form [here](#);
2. The completed petition application form should be notarized by a local notary;

3. Prepare one photocopy of the following documents:

- a. Philippine Statistics Authority (PSA) copy of your birth certificate

If you do not have a PSA birth certificate, order it [here](#). You will be directed to the PSA's online ordering facility.

- b. US naturalization certificate
c. Latest Philippine passport (valid or expired)
d. Latest US passport (valid or expired; if presenting an expired U.S. passport, please include a copy of a valid U.S. ID))
e. PSA copy of marriage certificate for women who adopted their husband's surname on items b to d

U.S. or foreign marriage certificate if you were married in the US or overseas and did not report your marriage to the Philippine Embassy or Consulate.

For women with more than one married surname reflected on their documents, please submit a copy of the divorce decree on your previous marriage/s.

- f. If the applicant is currently using a name different from his/her name in his/her PSA birth certificate, provide a copy of the legal document authorizing the change of name.
4. **Mail the notarized petition application form with the photocopies of the documents listed above. Include the original PSA birth certificate in your mail packet and two 2x2 size colored photos (same photo taken not more than three months ago).**

Send your application packet by registered mail to the following address:

**PHILIPPINE CONSULATE GENERAL
Attention: Dual Citizenship - Las Vegas Consular Outreach
3435 Wilshire Blvd., Ste 550
Los Angeles, CA 90010**

NOTE: The Consulate must receive your mailed application no later than 21 March 2025; applications received after this date may or may not be processed, depending on the number of applications we receive.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website and social media accounts on **01 April 2025**.

5. On the day of the appointment, present the original documents (US naturalization certificate, PH and US passports, marriage certificate, divorce decrees (if applicable), name change decree (if applicable)).
6. Once prompted, pay the corresponding fees and follow instructions to be given by the processor for the oath-taking ceremony.

C. Appointment scheduling for 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 then have each form notarized;
4. Prepare the notarized forms and supporting documents (**include all original and photocopies of documents; do not send original IDs and/or passports**) then send via registered mail to the following address:

PHILIPPINE CONSULATE GENERAL
Attention: Civil Registry - Las Vegas Consular Outreach
3435 Wilshire Blvd., Ste 550
Los Angeles, CA 90010

5. On the day of the appointment, present original IDs or passports and any other document that you have been advised to bring and pay the corresponding fee. You will receive one copy of the registered report at the end of the appointment.

NOTE: The Consulate must receive your mailed application no later than 21 March 2025; applications received after this date may or may not be processed, depending on the number of applications we receive.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website and social media accounts on **01 April 2025**.

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

Requirements:

1. Personal appearance of all signatories and witnesses (if applicable).
2. Unsigned instrument document plus one photocopy for the Consulate's file.
3. Valid ID of each signatory and witness (if applicable) plus two photocopies per document.
4. Self-addressed, stamped envelope.

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. The signatories should sign the document in front of the consular officer, pay the corresponding fees, and provide a self-addressed, stamped envelope. The processed document will be mailed back to the applicant after two weeks.

ADDITIONAL INFORMATION FOR ALL APPLICANTS

All applicants are advised that volunteers at the consular outreach venues are not authorized to make decisions on behalf of the Consulate General and are there to assist in ensuring the smooth conduct of the outreach. 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 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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