



**CONSULAR OUTREACH MISSION TO PHOENIX, ARIZONA
26 - 27 APRIL 2025**

Los Angeles, 13 March 2025 – A team from the Philippine Consulate General in Los Angeles will conduct a **Consular Outreach Program in Phoenix, Arizona on 26 – 27 April 2025**.

Location : **St. Joseph Catholic Church
11001 N 40th St., Phoenix Arizona 85028**

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

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 for this service. Refer to letter A below for the instructions and requirements.
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.** Refer to letter B below for the instructions and requirements.

Mail your application to:

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

Applications must be received on or before 11 April 2025.

NOTE: The Consulate must receive your mailed application no later than 11 April 2025; applications received after this date may or may not be included, depending on the number of applications we receive.

3. Applications for **Civil Registry Reporting (i.e., Report of Birth, Marriage or Death)**. **Appointment issued after submission of complete application by mail.** Refer to letter C below for the instructions and requirements.

Mail your application to:

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

Applications must be received on or before 11 April 2025

NOTE: The Consulate must receive your mailed application no later than 11 April 2025; applications received after this date may or may not be included, depending on the number of applications we receive.

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 **21 April 2025**.

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

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 Phoenix, Arizona"**;
3. Wait for the page to load then choose your preferred date, either Saturday, April 26, 2025, or Sunday, April 27, 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.

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 - Phoenix Consular Outreach
3435 Wilshire Blvd., Ste 550
Los Angeles, CA 90010

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website and social media accounts on **21 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 - Phoenix 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.

The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General's website and social media accounts on **21 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

- 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** FOR THOSE APPLYING FOR PASSPORTS AND CONSULAR NOTARIZATION ONLY.
- 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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