



## CONSULAR OUTREACH MISSION IN PHOENIX, ARIZONA 18-19 APRIL 2026

**Los Angeles, 13 March 2026** - A team from the Philippine Consulate General in Los Angeles will conduct a **Consular Outreach Program in Phoenix, Arizona from 18 to 19 April 2026**:

Location : **Saigon Center  
2051 N Arizona Ave, Chandler, AZ 85225**

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

The following consular services will be provided:

1. **PASSPORT: Book appointments via [www.passport.gov.ph](http://www.passport.gov.ph).** You need to provide a Self-Addressed Stamped Envelope for this service. Refer to **Item A** below for instructions and requirements.
2. **DUAL CITIZENSHIP:** Oath-taking will be scheduled on the same day only for qualified applicants. Petitioners are required to wear appropriate clothing. Appointments will be confirmed **only after submission of complete applications**. Refer to **Item B** below for the instructions and requirements.
3. **CIVIL REGISTRATION (Report of Birth, Marriage or Death):** Appointments will be confirmed **only after submission of complete applications**. Refer to **Item C** below for the instructions and requirements.
4. **CONSULAR NOTARIZATION:** Appointments will be confirmed **only after submission of complete applications**. Refer to **Item D** below for the instructions and requirements.
5. **SOCIAL SECURITY SYSTEM (SSS):** Appointment **not** required.

**Only COMPLETE applications** received on or before **10 April 2026** will be included in the final list of appointments.

The **FINAL LIST** of 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 **14 April 2026**.

## A. Steps for **PASSPORT** Applicants:

1. Click [here](#) to check the requirements for passport applications before making an appointment.
2. To book an appointment, visit [www.passport.gov.ph](http://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: April 18, 2026 (Saturday) or April 19, 2026 (Sunday), and your preferred time.
4. Fill in the information required.
5. Once you have submitted your application, you will receive an email confirming your appointment schedule. The email will also include the accomplished application form containing the information you provided.
6. On the day of your appointment, bring the printed confirmation email, printed accomplished application form, originals and copies of supporting documents, payment, and your self-addressed stamped envelope.
7. Once completed, your passport application will take six to eight weeks to process and you will receive your new passport by mail.

Appointments will close on **10 April 2026**. The **FINAL LIST** of applicants with confirmed appointments will be posted on the Consulate General’s website and social media accounts on **14 April 2026**.

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

## B. Steps for **DUAL CITIZENSHIP** Applicants:

1. Check the documentary requirements and download the dual citizenship petition application form [HERE](#);
  2. Prepare one photocopy of the following documents:
    - a. Philippine Statistics Authority (PSA) birth certificate. If you do not have a PSA birth certificate, order one via <https://psaserbilis.com.ph/>
    - 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, c and d.
    - f. U.S. or foreign marriage certificate if you were married in the US or overseas and did not report your marriage to a Philippine Embassy or Consulate.
    - g. For women with more than one married surname reflected on their documents, please submit a copy of the divorce decree/s for your previous marriage/s.
    - h. If the applicant is currently using a name that is different from their name in their PSA birth certificate, provide a copy of the legal document authorizing the change of name.
  3. Submit your application via email to [lapcg.outreach@dfa.gov.ph](mailto:lapcg.outreach@dfa.gov.ph). Please make sure to attach scanned copies of the application form and all documentary requirements. Please also use the following email subject line: **Dual Citizenship - Arizona Outreach - [Name of Applicant]** (Example: *Dual Citizenship - Arizona Outreach - Juan dela Cruz*).
- Only COMPLETE applications** received on or before **10 April 2026** will be included in the final list of appointments, which will be posted on the Consulate General's website and social media accounts on **14 April 2026**.
4. **On the day of your appointment**, present the **original** documents, including the US naturalization certificate, PH and US passports, marriage certificate, divorce decrees (if applicable), name change decree (if applicable). Also do not forget to bring **two 2x2 sized colored photos**.
  5. Oath-taking will be scheduled on the same day for qualified applicants. Applicants are required to take their oath as Dual Citizens in OFFICE-APPROPRIATE ATTIRE. The Consulate General shall **REFUSE** oath-taking to applicants wearing inappropriate outfits such as: sleeveless shirts/blouses; tank tops (e.g., sandos); skimpy clothes; shorts; slippers.

## C. Steps for **CIVIL REGISTRY** Applicants *Reports of Birth, Marriage, or Death*

1. Click the following links 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. Submit your application via email to [lapcg.outreach@dfa.gov.ph](mailto:lapcg.outreach@dfa.gov.ph). Please make sure to attach scanned copies of the application form and all documentary requirements. Please also use the following email subject line: **Civil Registry - Arizona Outreach - [Name of Applicant]** (Example: *Civil Registry - Arizona Outreach - Juan dela Cruz*).

**Only COMPLETE applications** received on or before **10 April 2026** will be included in the final list of appointments, which will be posted on the Consulate General's website and social media accounts on **14 April 2026**.

4. On the day of the appointment, present all the original documents and any other document that you may 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.
5. Walk-in applicants may be entertained but only after those with appointments have been attended to.

## D. Steps for **CONSULAR NOTARIZATION** applicants *For powers of attorney, affidavits, bank/insurance forms, deeds, settlements, certified true copy of passports, etc.*

Requirements:

- Personal appearance of all signatories and witnesses (if applicable) who are seeking notarization.
  - Unsigned document plus one photocopy for each document to be notarized.
  - Valid ID of each signatory and witness (if applicable) plus two photocopies of the IDs per document.
1. Submit your application via email to [lapcg.outreach@dfa.gov.ph](mailto:lapcg.outreach@dfa.gov.ph). Please make sure to attach scanned copies of the document for notarization and valid ID of each signatory and witness (if applicable). Please also use the following email subject line: **Notarial - Arizona Outreach - [Name of Applicant]** (Example: *Notarial - Arizona Outreach - Juan dela Cruz*).

**Only COMPLETE applications** received on or before **10 April 2026** will be included in the final list of appointments, which will be posted on the Consulate General's website and social media accounts on **14 April 2026**.

2. On the day of the appointment, present the aforementioned requirements to the processor. The signatories should sign the document in front of the consular officer and pay the corresponding fees.
3. Walk-in applicants may be entertained but only after those with appointments have been attended to. If accommodated, they will need to provide a self-addressed, stamped envelope. The processed document will be mailed back to the walk-in applicants after two weeks.

### **ADDITIONAL INFORMATION FOR ALL APPLICANTS**

- APPLICANTS MUST PERSONALLY APPEAR DURING THEIR APPOINTMENT TIME. FAILURE TO APPEAR DURING THE APPOINTMENT TIME OR TO BRING COMPLETE DOCUMENTS WILL RESULT IN CANCELLATION OF THE APPOINTMENT;
- FEES WILL ONLY BE COLLECTED FOR THE ACTUAL CONSULAR SERVICES. THE CONSULATE GENERAL DOES NOT CHARGE FEES NOR DOES IT ACCEPT DONATIONS RELATED TO THE ENTRY INTO OR USE OF THE VENUE;
- APPLICANTS MUST **BRING THEIR OWN PENS** AND, FOR THOSE APPLYING FOR PASSPORTS, PROVIDE THEIR OWN **SELF-ADDRESSED STAMPED ENVELOPES**.
- VOLUNTEERS AT THE CONSULAR OUTREACH VENUES ARE NOT AUTHORIZED TO MAKE DECISIONS ON BEHALF OF THE CONSULATE GENERAL REGARDING APPLICATIONS AND PETITIONS, AND ARE THERE ONLY TO ASSIST IN ENSURING THE SMOOTH CONDUCT OF THE OUTREACH. APPLICANTS MUST DIRECTLY TRANSACT THEIR BUSINESS ONLY WITH CONSULATE GENERAL OFFICIALS.

### **PAYMENT OF CONSULAR FEES**

Fees must be paid in-person in the form of **CASH** 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 some services, in compliance with Department regulations on additional fees for services rendered outside regular working days and hours:

- Passport:                      \$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

**- END -**