



CONSULAR OUTREACH MISSION
LAS VEGAS, NV | 01 - 02 AUGUST 2026
Notice dated 30 June 2026



Location	Brilliant Mont Christian School 7885 W Rochelle Ave, Las Vegas, NV 89147
Service hours	9:00 am - 12:00 noon; 1:00 pm - 5:00 pm
Application deadline	24 July 2026 - complete applications only
Final appointment list	27 July 2026 . Click: Consulate General's outreach page or check official social media pages.
Application email	lapcg.outreach@dfa.gov.ph
Payment	Cash only . See Section E (page 7) for more information.

Please do not stop after Page 1

This page is only a summary. Find your service below, then **read the listed section** before emailing your application. Appointments are **confirmed only after complete requirements are received and reviewed**.

Clickable links: In the electronic copy, [blue underlined text](#) is clickable. Click those links to open requirements, forms, webpages, or the email address.

Services at a glance - read the listed section before submitting your application

Service	Read	Appointment / Reminder	Fee
Passport	Section A (page 3)	Appointment required . Prepaid return envelope required.	\$60-\$150
Dual Citizenship	Section B (page 4)	Appointment required . Same-day oath.	\$35-\$60
Civil Registration	Section C (page 5)	Appointment required . Birth, Marriage, or Death reports.	\$35
Consular Notarization	Section D (page 6)	Appointment required . Document should be unsigned.	\$35
Overseas Voter Registration	--	No appointment required . Click here for requirements .	No fee
Social Security System	--	No appointment required .	--

IMPORTANT REMINDERS FOR ALL APPLICANTS

Incomplete requirements can cancel your appointment

Failure to appear at your appointment time or to bring a **complete set of requirements** will result in **cancellation of the appointment**.

- Bring your own pens.
- Bring a prepaid return envelope if your specific consular service requires it.
- **No fees or donations** are charged or accepted for entry into or use of the venue.
- **Volunteers help with the orderly conduct of the mission.** They are not authorized to make decisions or provide official guidance on consular applications or petitions.

Where to check confirmed appointments

The final list will be posted on **27 July 2026** on the [Consulate General's outreach page](#) and on the Consulate General's social media pages on Facebook, X (formerly Twitter), and Instagram.

A. PASSPORT APPLICANTS

Important:

Email **complete requirements by 24 July 2026**. List of confirmed appointments will be released on **27 July 2026**. Bring all originals and copies of documents, and a **prepaid return envelope** on appointment day.

1. Email your application

- Click the blue underlined link: [Passport requirements](#)
- Prepare the completed ePassport application form.
- Email scanned copies of requirements to lapcg.outreach@dfa.gov.ph. Attach the completed form, the data page of your expired or expiring passport showing your name and photo, and all other requirements.
- **Signatures and thumbprints:** affix them on the application form, if required.
- First-time ePassport applicants should also attach supporting documents, such as the National Statistics Office (NSO) or Philippine Statistics Authority (PSA) Birth Certificate and/or Marriage Contract, if applicable.
- Submit all forms and supporting documents in PDF or image (JPEG or PNG) formats.

Email subject line: Passport - Las Vegas Outreach - [Name of Applicant]

Example: Passport - Las Vegas Outreach - Juan dela Cruz

2. On appointment day

- **Bring** the printed accomplished application form, originals and copies of supporting documents, payment, and a **prepaid self-addressed return envelope**.
- **Return envelope means:** an envelope addressed to you, with postage already paid.
- **Personal appearance is required** in all cases, regardless of age.
- **Do not bring passport photos.** Photos and biometrics will be taken onsite.
- **Wear office-appropriate attire.** Sleeveless attire is not allowed for passport photo capture.
- Passport photos will be taken without eyeglasses or contact lenses. Facial piercings are not allowed during photo capture.
- If the appointment is successful, the new passport will be mailed using your return envelope in about six to eight weeks.

B. DUAL CITIZENSHIP APPLICANTS

Important:

Email **complete requirements by 24 July 2026**. List of confirmed appointments will be released on **27 July 2026**. Bring all originals and copies of documents on appointment day.

Same-day oath-taking, if qualified:

Oath-taking will be scheduled on the same day **only for qualified applicants**. Office-appropriate attire is required.

1. Email your application

- Click the blue underlined link: [Dual citizenship requirements and petition form](#)
- Prepare one photocopy of each required document listed below.
- Email the application form and scanned copies of all documentary requirements to lapcg.outreach@dfa.gov.ph.

Email subject line: Dual Citizenship - Las Vegas Outreach - [Name of Applicant]

Example: *Dual Citizenship - Las Vegas Outreach - Juan dela Cruz*

2. Document checklist

- Philippine Statistics Authority (PSA) birth certificate. If unavailable, order one through [PSA Helpline](#) or [PSA Serbilis](#).
- United States (U.S.) naturalization certificate.
- Latest Philippine passport, valid or expired.
- Latest U.S. passport, valid or expired. If expired, include a valid U.S. identification (ID).
- Philippine Statistics Authority (PSA) marriage certificate, for women who adopted their husband's surname on the listed documents. If unavailable, order one through [PSA Helpline](#) or [PSA Serbilis](#).
- U.S. or foreign marriage certificate, if married in the U.S. or overseas and the marriage was not reported to a Philippine Embassy or Consulate.
- Divorce decree/s, for women with more than one married surname reflected on their documents.
- Legal document authorizing a name change, if the current name differs from the PSA birth certificate.

3. On appointment day

- **Present original documents**, including the U.S. naturalization certificate, Philippine and U.S. passports, marriage certificate, divorce decree/s, and name change decree, if applicable.
- **Bring two 2x2 colored photos**.
- **Office-appropriate attire is required**. Oath-taking may be refused for inappropriate outfits such as sleeveless shirts/blouses, tank tops or sandals, skimpy clothes, shorts, or slippers.

C. CIVIL REGISTRATION APPLICANTS

For Reports of Birth, Marriage, or Death.

Important:

Email **complete requirements by 24 July 2026**. List of confirmed appointments will be released on **27 July 2026**. Bring all originals and copies of documents on appointment day.

Use the correct requirements and form:

Click the blue underlined links below for your specific report before emailing your application.

Report of Birth	Report of Marriage	Report of Death
Click: Requirements / information	Click: Requirements / information	Click: Requirements / information
Click: Application form	Click: Application form	Click: Application form

1. Email your application

- Email the completed form and scanned copies of all documentary requirements to lapcg.outreach@dfa.gov.ph.
- Use the subject line below so your application can be properly sorted.

Email subject line: Civil Registry - Las Vegas Outreach - [Name of Applicant]

Example: Civil Registry - Las Vegas Outreach - Juan dela Cruz

2. On appointment day

- Present all original documents** and any other document you were advised to bring.
- Pay directly to the Consulate General cashier.**
- You will receive one copy of the registered report at the end of the appointment.
- Walk-in applicants may be accommodated only after all applicants with appointments have been attended to.
- If accommodated as a walk-in, bring a return envelope. The processed document will be mailed after two weeks.

D. CONSULAR NOTARIZATION APPLICANTS

For powers of attorney, affidavits, bank/insurance forms, deeds, settlements, certified true copies of passports, and similar documents.

Important:

Email **complete requirements by 24 July 2026**. List of confirmed appointments will be released on **27 July 2026**. Bring all originals and copies of documents on appointment day.

Do not sign before appearing:

Signatories must sign the document **in front of the consular official**.

1. 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 identification (ID) of each signatory and witness, if applicable, plus two photocopies of the IDs per document.

2. Email your application

- Email scanned copies of the *unsigned* document for notarization and the valid ID of each signatory and witness, if applicable, to lapcq.outreach@dfa.gov.ph.
- **Use the subject line below** so your application can be properly sorted:

Email subject line: Notarial - Las Vegas Outreach - [Name of Applicant]

Example: Notarial - Las Vegas Outreach - Juan dela Cruz

3. On appointment day

- **Present the required documents** to the processor.
- **Sign in front of the consular official.**
- **Pay directly to the Consulate General's cashier.**
- Walk-in applicants may be accommodated only after all applicants with appointments have been attended to.
- If accommodated as a walk-in, bring a prepaid return envelope. The processed document will be mailed after two weeks.

E. CONSULAR FEES

Cash payments only

Pay **directly and only** to the Consulate General cashier inside the venue. **No other individual or entity is authorized to collect fees** for consular services rendered.

An expedited fee of US\$10.00 will be charged for some services, in compliance with regulations on fees for consular services rendered *outside regular working days and hours*.

Service	Fee (per application / petition)
ePassport	\$60.00-\$150.00 processing fee
Dual Citizenship - adult petition	\$50.00 processing fee + \$10.00 expedited fee
Dual Citizenship - minor child derivative	\$25.00 per child + \$10.00 expedited fee
Civil Registry	\$25.00 processing fee + \$10.00 expedited fee
Consular Notarization	\$25.00 processing fee + \$10.00 expedited fee