



PUBLIC ANNOUNCEMENT

CONSULAR OUTREACH MISSION IN ALBUQUERQUE, NEW MEXICO 09 November 2019 (Saturday)

September 2019, Houston, TX – The Philippine Consulate General in Houston will conduct a Consular Outreach Mission in the City of Albuquerque, New Mexico on 09 November 2019 (Saturday). The details are as follows:

Date: Saturday, **09 November 2019**

Service Hours: **8:30AM to 12:00 NN; 1:00PM to 4:30PM**

Location: **The Inn at Rio Rancho & Conference Center**

1465 Rio Rancho Blvd SE

Rio Rancho, NM 87124

The following consular services will be provided:

1. Renewal and/or first time applications for Electronic Passport (ePassport). **No lost passport applications will be accepted.**
2. Applications for the retention and re-acquisition of Philippine citizenship pursuant to Republic Act 9225 or Dual Citizenship Law.
3. Civil Registry Services (Applications for Report of Marriage, Birth and Death).
4. Notarials, Acknowledgments and Authentication of documents.

The consular outreach mission is being undertaken in cooperation with the *Filipino Foundation of New Mexico* headed by its President, Ms. Gloria Kauz

GENERAL INFORMATION

- Only applicants with confirmed appointments will be allowed to avail of passport and dual citizenship services during the consular outreach mission. Appointments may be made through the following web pages:
 - Passport services: (<https://www.eventbrite.com/e/pcghoustonnmpassport2019-tickets-71561204489>)
 - Dual Citizenship: (<https://www.eventbrite.com/e/pcghoustonnmdual-citizenship2019-tickets-71564638761>)

Only applicants with a print-out of the confirmation page of their appointment will be entertained. ***No walk-in passport or dual citizenship applicants will be accepted.***

- **Incomplete applications shall not be processed.** Please check the Consulate General's official website (<http://houstonpcg.dfa.gov.ph/>) for the complete list of requirements before coming to the venue of the consular outreach mission.
- No applications from third party facilitators shall be accepted. The Consulate General is not affiliated with any travel agency, law office or any other commercial establishment offering to facilitate online applications for a fee.
- Confirmed applicants are required to:
 - Be in the venue at least thirty (30) minutes before their appointment schedule;
 - Bring their original documents and appropriate number of photocopies of the documents and when necessary, photos;
 - Bring their own self-addressed, self-stamped envelope from the US Postal Service, Fedex, UPS, or any similar courier, with postage prepaid for passport and notarization services; and
 - Behave and dress appropriately for a church setting in respect of the venue of the Consular Outreach. Applicants wearing inappropriate outfits will be barred from entering the venue of the Consular Outreach. Such inappropriate outfit may include the following:
 - Sleeveless shirts
 - Skimpy clothes
 - Shorts
 - Sandos/tank tops
 - Slippers

- Confirmed applicants who (a) fail to appear during the appointed time; (b) appear at the venue with incomplete documents; or (c) refuses to comply with the above rules will have their schedules revoked and disqualified from availing of services during the outreach mission.
- The Consulate General does not charge fees nor does it accept donations related to the entry into or use of the venue.
- Please note that appointment slots are easily filled up after a week or less after posting this Notice.
- Any queries may be addressed through the following email address dedicated for this outreach mission: pcghouston.nm2019@gmail.com.

STEPS FOR PASSPORT APPLICANTS

1. Access the following webpage to obtain an appointment schedule:
(<https://www.eventbrite.com/e/pcghoustonnmpassport2019-tickets-71561204489>)
2. Print the confirmation page of the appointment;
3. Visit the Consulate General's website to check the requirements (<http://houstonpcg.dfa.gov.ph/>), and download and accomplish the ePassport application form:
 - a. New Regular Passport Application Form (Adult) -
<http://houstonpcg.dfa.gov.ph/images/2019/Forms/March/NEW-REGULAR-PASSPORT-APPLICATION-Adult.pdf>
 - b. Regular Passport Application Form (Minor) -
<http://houstonpcg.dfa.gov.ph/images/2019/Forms/March/REGULAR-PASSPORT-APPLICATION-FORM-Minor.pdf>
 - c. Renewal Regular Passport Application Form (Adult) -
<http://houstonpcg.dfa.gov.ph/images/2019/Forms/March/RENEWAL-REGULAR-PASSPORT-APPLICATION-FORM-Adult.pdf>
4. Be present at the venue of the consular outreach mission on the appointment schedule with the complete set of requirements, including the print-out of confirmation page of the appointment.

For passport applications please take note of the following reminders:

- Personal appearance on the appointment schedule during the outreach is required for applications (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 decent attire. During photo capture onsite, eyeglasses, colored contact lenses and facial piercings should be taken off.
- Each type of passport (i.e. ePassport – brown with the chip logo; green passport; brown passport without the chip logo; old brown passport issued before 1995) requires a specific set of documents for renewal. Kindly read them carefully at (<https://houstonpcg.dfa.gov.ph/index.php/consular-services/passport-services>) and comply.
- Applicants are to check and ensure that all their identification details are correct during the application and encoding process. The signature on the screen indicates your confirmation that the data encoded are correct. If your passport is printed with errors, you will have to reappear at the Consulate General in Houston and shoulder the cost of reapplication.

STEPS FOR DUAL CITIZENSHIP APPLICANTS

1. Access the following webpage (<https://www.eventbrite.com/e/pcghoustonnmdual-citizenship2019-tickets-71564638761>) to obtain an appointment schedule:
2. Print the confirmation page of the appointment;
3. Visit the Consulate General's website to check the requirements (<http://houstonpcg.dfa.gov.ph/index.php/consular-services/dual-citizenship>), and download and accomplish the Dual Citizenship application form (<http://houstonpcg.dfa.gov.ph/images/2019/Forms/DUAL-CITIZENSHIP-FORM.pdf>);
4. ***Prepare the supporting documents and send an advance copy in PDF format only of the completed Dual Citizenship application form through the following email address: pcghouston.nm2019@gmail.com.*** The subject of said e-mail should read as follows: DUAL CITIZENSHIP APPLICATION OF <NAME OF APPLICANT>.
5. In your email, indicate a complete set of contact details, including email address and telephone number, since you may be advised regarding the submission of additional documents, if needed.
6. All applications for dual citizenship must be received no later than **25 October 2019**. The appointment website for dual citizenship will be taken down on the same date. **The Consulate General will cancel any appointments made by those who do not send their documentary requirements in advance.**
7. **Be present at the venue of the consular outreach mission at the time of your appointment** with the complete set of requirements, including the printout of the confirmation page of the appointment, for final processing.
8. **Oath-taking and briefing shall be done in two batches: morning and afternoon.**

All requirements and general information on Dual Citizenship under Republic Act 9225 is listed down on the attached primer, which is also accessible through the following webpage: <http://houstonpcg.dfa.gov.ph/index.php/consular-services/dual-citizenship> .

STEPS FOR CIVIL REGISTRY APPLICATIONS

1. Visit the Consulate General website to check the requirements:
 - a. Report of Birth (ROB) - <http://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-birth>
 - b. Report of Marriage (ROM) - <http://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-marriage>
 - c. Report of Death (ROD) - <http://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-death>
2. Download and accomplish the appropriate form:
 - a. ROB - http://houstonpcg.dfa.gov.ph/images/2019/Forms/REPORT_OF_BIRTH-FORM_revised_24_April_2018.pdf
 - b. ROM - http://houstonpcg.dfa.gov.ph/images/2019/Forms/REPORT_OF_MARRIAGE_FORM_revised_24_April_2018.pdf
 - c. ROD - http://houstonpcg.dfa.gov.ph/images/2019/Forms/REPORT_OF_DEATH_FORM_revised_24_April_2018.pdf
3. Prepare the supporting documents and send an advance copy in PDF format only of the completed civil registry form through the following email address: pcghouston.nm2019@gmail.com. The subject of said e-mail should read as follows: ROB/ROM/ROD APPLICATION OF <NAME OF APPLICANT>.
4. In your email, indicate a complete set of contact details, including email address and telephone number, since you may be advised regarding the submission of additional documents, if needed.
5. All civil registry applications must be received no later than **25 October 2019**. The appointment website for civil registry applications will be taken down one week prior to the Consular outreach .
6. Be present at the venue of the consular outreach mission on the appointment schedule with the complete set of requirements, together with a **self-stamped, self-addressed return envelope**.

For civil registry applications please take note of the following reminders:

- The Consular Outreach Mission is only authorized to receive and process applications involving vital events from within its jurisdiction, specifically from the states of **Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma and Texas**. The Consular Outreach Missions cannot receive and process civil registry applications from states outside its jurisdiction.
- The Consular Outreach Mission will not be able to do a same-day release of civil registry documents. Processed applications will be mailed to the applicant after three (3) to five (5) working days.

STEPS FOR AVAILMENT OF NOTARIAL/AUTHENTICATION SERVICES

Be present at the venue of the consular outreach mission for filing of the complete set of requirements, together with a **self-stamped, self-addressed return envelope**.

Requirements for legal and notarial services can be accessed through the following webpage: <http://houstonpcg.dfa.gov.ph/index.php/consular-services/legal-and-notarial-services>.

Please take note of the following reminders:

- Be advised that the Consular Outreach Mission will not be able to do a same-day release of notarized/authenticated documents. Processed applications will be mailed to the applicant after three (3) to five (5) working days.
- Documents notarized by non-accredited notaries public must be authenticated by the Secretary of State in the place where the document was executed. Please note that these notarized documents must be made within any state in the jurisdiction of the Philippine Consulate General in Houston, namely, Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma or Texas.

PAYMENT OF CONSULAR FEES

Fees must be paid in person at the scheduled appointment. The Consulate General will only accept payments in cash, postal money order (payable to: Philippine Consulate General in Houston) or cashier's check. **Personal checks will not be accepted.**

Payments should be made directly to the collecting officer of the Consulate General onsite 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.

Below are the schedule of fees:

CONSULAR SERVICE	FEE
ePassport	\$60.00
Dual Citizenship	\$50.00
	Possible additional fees: \$25 per derivative dual citizen \$25 per affidavit of explanation
Civil Registry	\$25 per reported birth/marriage/death
	Possible additional fees: \$25 for each notarized affidavit
Notarization/Authentication	\$25.00

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