



EMBASSY OF THE PHILIPPINES
Consular Section
Paris, France

4, hameau de Boulainvilliers
75016 Paris, France
Trunkline : 01.44.14.57.00
Fax : 01.46.47.56.00
paris.pe@dfa.gov.ph
www.parispe.dfa.gov.ph

SERVICE REQUEST FORM
(with Applicant's List of Requirements)

NAME OF APPLICANT	(First) _____ (Middle) _____ (Last) _____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
COMPLETE ADDRESS	(House No.) _____ (Street) _____ (Zip Code) _____ (City) _____ (Country) _____	AGE	_____
TELEPHONE NUMBER	EMAIL ADDRESS	NO. OF DOCUMENTS	
SIGNATURE OF APPLICANT	DATE OF APPLICATION	DATE OF RELEASE	_____

ATTESTATION (on Passport Application)

1. Original and 1 photocopy of the data and signature pages of valid passport
2. One passport size photo with white background
3. Photocopy of passport application receipt

AUTHENTICATION

1. Original and 1 photocopy of the document authenticated by DFA

CERTIFICATE OF APPEARANCE: in English French

1. Original and 2 photocopies of the data and signature pages of valid passport
2. One passport size photo with white background

CERTIFICAT DE COUTUME RELATIF

AU MARIAGE **AU PACS**

1. Original and photocopy of the data and signature pages of valid passport
2. One passport size photo with white background
3. If single, original and photocopy of Certificate of No Marriage (CENOMAR) issued by PSA and apostilled by DFA,
4. If previously married, original and photocopy of Advisory on Marriages from the PSA and apostilled by DFA
5. If widow/er, original and photocopy of Marriage Certificate and Death Certificate issued by PSA and apostilled by DFA
6. If annulled or divorced, original and photocopy of Marriage Certificate with annotation issued by PSA and apostilled by DFA

CERTIFICAT DE COUTUME RELATIF

AU NOM **A L'HEREDITE**
 A LA LEGITIMATION **A L'ADOPTION**

1. Original and photocopy of the data and signature pages of valid passport
2. One passport size photo with white background
3. Original and photocopy of Certificate of Birth and/or Certificate of Marriage issued by PSA
4. Original and photocopy of document issued by PSA to establish filiation with parent/child

CERTIFICATE OF RESIDENCY (for Tax Exemption Purposes)

1. Original and 1 photocopy of Certificate of Residency Form
2. Original and 2 photocopies of the data and signature pages of valid passport
3. Original and 2 photocopies of *Titre de Sejour* (back and front)

For accompanying minors:

1. Two photocopies of Report of Birth or Birth Certificate
2. Original and 2 photocopies of the data and signature pages of valid passport
3. Original and 2 photocopies of *Titre de Circulation or Titre d'Identité Républicain* (back and front)

IDENTIFICATION CERTIFICATE (for Dual Citizens)

1. Photocopy of the data and signature pages of latest Philippine passport
2. Original and photocopy of Oath of Allegiance
3. One passport size photo with white background

LEGALIZATION

1. Original and photocopy of the document for legalization with English translation: Following are the appropriate legalization offices:

For France: *Ministère de l'Europe et des Affaires Étrangères, Bureau des Légalisations* (No. 57 Boulevard des Invalides, 75007 Paris ; Tel. No. +33 (0)1 53 69 38 28)

For Monaco: *Service de l'État Civil, Mairie de Monaco*, (Place de la Mairie, Monte Carlo, Monaco ; Tel. No. +377 93 15 2815)

NBI CLEARANCE

1. Original and photocopy of the data and signature pages of valid passport
2. One passport size photo with white background

NOTARIAL

1. Personal appearance of the person(s) executing the document
2. Three unsigned copies of documents to be notarized
3. Original and 3 photocopies of the data and signature pages of the valid passport(s) of affiant(s)

For information on apostille for Acte de Naissance, Acte de Mariage, or Acte de Décès, log on to <https://www.service-public.fr/particuliers/vosdroits/R47867> (for France) or <https://en.service-public-particuliers.gouv.mc/Justice/Documents-et-demarches-judiciaires/Apostille-Direction-des-Services-Judiciaires/Faire-apostiller-un-document> (for Monaco)

REPORT OF BIRTH (Form to be accomplished in **black ink**)

1. One original and 3 photocopies of apostilled *Acte de Naissance Copie Intégrale* (check above link for apostille in France)
2. Original and 3 photocopies of the English translation of the *Acte de Naissance Copie Intégrale* from a licensed translator
3. If parents are married, original and 4 photocopies of Marriage Certificate of parents issued by PSA or Report of Marriage
4. Original and 4 copies of valid passport(s) of parent(s)
5. If child is more than one year old at the time of registration of birth, personal appearance of signatory and 4 original signed:
 - AFFIDAVIT OF LATE REGISTRATION OF BIRTH**
6. If parents are not married and if child will use the surname of the father, personal appearance of signatory and 4 original signed:
 - AFFIDAVIT OF ACKNOWLEDGEMENT OR ADMISSION OF PATERNITY** to be executed by the father
 - AFFIDAVIT TO USE SURNAME OF FATHER** to be executed by the mother/guardian if child is 0 to 6 years old; by child if 7 to 17 years old; by applicant if child is 18 years old and above
 - SWORN ATTESTATION** to be executed by the mother/guardian if child is 7 to 17 years old
 - CERTIFICATION**

REPORT OF MARRIAGE (Form to be accomplished in **black ink**)

1. One original and 3 photocopies of apostilled *Acte de Mariage Copie Intégrale* (check above link for apostille in France)
2. Original and 3 photocopies of the English translation of the *Acte de Mariage Copie Intégrale* from a licensed translator
3. Original and 4 photocopies of valid passport(s) of the spouses
4. If widow/er, original and 3 photocopies of Marriage Certificate and Death Certificate issued by PSA
5. If annulled or divorced, original and 3 photocopies of Marriage Certificate with Remarks issued by PSA
6. If marriage is more than one year at the time of registration, personal appearance of applicants and 4 original signed :
 - AFFIDAVIT OF LATE REGISTRATION OF MARRIAGE**

REPORT OF DEATH (Form to be accomplished in **black ink**)

(All documents in French shall be submitted with English translation from a licensed translator)

1. Six Certificat de Pompes Funèbres all original signed by funeral service
 2. One original and 5 photocopies of apostilled *Acte de Décès Copie Intégrale* (check above link for apostille in France)
 3. Original and 6 photocopies of the passport of the deceased
 4. Original and 5 photocopies of the Medical Certificate indicating cause of death
 5. Original and 5 photocopies of Certificate of Non-Epidemic Disease
 6. Original and 5 photocopies of Certificate to Transport
 7. Six copies of flight itinerary
 8. Full name and contact details of consignee in the Philippines
- If death was brought about by unnatural cases (accident, drowning, causes inflicted by third persons, etc.):
9. Original and 5 copies of Police report
 10. Original and 5 copies of Autopsy report
 11. Original and 5 copies of Captain's report if deceased was a seafarer

Processor: _____	SERVICE NO. _____	RECEIVED BY: Signature: _____
Cashier: _____	O. R. NO.: _____	Printed Name: _____
Action Officer: _____	FEE PAID: € _____	Date: _____
Releaser: _____	DATE PAID: _____	