

Requirements for the Report of Birth of Filipinos Born in France and Monaco

1. **[1]** Report of Birth Form - four (4) completely filled-out and originally signed forms. Use black pen. Digital signatures are not allowed.
2. **Apostilized Acte de Naissance** - original *Acte de Naissance Copie Intégrale* (Extrait de Naissance or Reconnaissance is insufficient and three (3) photocopies):
To have an apostilized Acte de Naissance, click the links below and follow instructions:
 - from France: <https://www.service-public.fr/particuliers/vosdroits/R47867>
 - from Monaco: <https://en.service-public-particuliers.gouv.mt/Justice/Legal-documents-and-services/Apostille-Department-of-Justice/How-to-have-a-document-apostilled>
3. **English Translation of Acte de Naissance Copie Intégrale** (done by a licensed translator, no need to be apostilized) - original and three (3) photocopies.
4. **Marriage Contract of Parents** (for married) - original Marriage Contract from the Philippine Statistics Authority (PSA), and four (4) photocopies (or original copy of Report of Marriage [if parents were married in France/Monaco] and four (4) photocopies.
5. **Passport** - four (4) photocopies of the passport's data page (pages 2 and 3) of the parent's passport.

For **delayed registration** (if the child is more than one year old at the time of registration):

- **Affidavit of Delayed Registration of Birth** - four (4) originally signed affidavits and four photocopies of the data page of the affiant's passport
- **Negative Certification of Birth is required for children over 10 years of age.** You may get a copy of it from the Philippine Statistics Authority (PSA). You have the option to obtain the negative certification online via <https://www.psaerbilis.com.ph>

For unmarried parents/ nonmarital (for child to use the surname of the Father) four (4) originally signed:

- **Affidavit of Acknowledgment or Admission of Paternity** - (to be executed by the father of the child) or **Private Handwritten Instrument** (handwriting of the father and duly signed by him where he expressly recognizes the paternity of the child during his lifetime) four (4) originally signed affidavits and four photocopies of the data page of the affiant's passport
- **Affidavit to use the Surname of the Father** (to be executed based on the following conditions):
 - for applicant 0-6 years of age - to be executed by the mother/guardian
 - for applicant 7-17 years of age - to be executed by the child plus (+) **Sworn Attestation** of mother/guardian
 - for applicant 18 years of age and above - the applicant to execute an affidavit

NOTE: * The person who execute an affidavit shall **appear personally** at the *Philippine Embassy or nearest Honorary Consul* and each affidavit must be in four (4) copies, each copy must be originally signed and with photocopy of the passport's data page of the person who executed an affidavit. Additional documents may be required upon assessment of the application, depending on the circumstances of the applicant's. **[2]**

Payments should be made either in the form of cash or cheque de banque payable to "Ambassade des Philippines". Payments made through credit card or personal checks are not accepted.

If to be sent by mail,

- Endose a **prepaid self-addressed registered return A4 size envelope** (recommandé avec avis de réception) with your complete mailing address and record your **tracking number** since the Philippine Embassy is not liable for documents which have been mailed through La Poste. For the safety of your documents, we recommend using "enveloppe à bulles" or "pochette XS".
- Payments should be made in the form of **cheque de banque** payable to "Ambassade des Philippines". The Embassy does not accept payment for stamps and mailing services. Do not put cash in the envelope as the Embassy is not liable for possible loss.
- Please include your **contact number** so that we can reach you immediately.
- No need to send the original passport/s.
- Processing time of the documents begins only upon the complete receipt of the documents and payment. Delivery period is not included in the processing time. Please note that the Embassy will not process applications unless all of the following requirements are complied with.
- It is the applicant's responsibility to write their correct address. The Embassy is not liable for the loss/return of your documents by La Poste.

<p>SCHEDULE OF FEES</p> <ul style="list-style-type: none"> • €27.50 for the Report of Birth • If Applicable: • Additional €27.50 for Affidavit of Paternity or Acknowledgment • Additional €27.50 for Affidavit of Delayed Registration • Additional €27.50 for Affidavit to use the surname of the Father • Additional €27.50 for Sworn attestation • Additional €27.50 for Certification to be issued by the Embassy if there are AAP, AUSF, Sworn Attestation. 	<p style="text-align: center;">FOR MAILING OPTION, PLEASE INDICATE</p> <p>NAME: _____</p> <p>COMPLETE MAILING ADDRESS : _____</p> <p>CONTACT NUMBER: _____</p> <p>EMAIL ADDRESS: _____</p>
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PHILIPPINE FOREIGN SERVICE POST

THIS FORM IS NOT FOR SALE (DFA-OCA-CRD-05 / REV.01 / 24 APRIL 2018)

[Empty box for stamp]

REPORT OF BIRTH

OFFICIAL USE ONLY
DATE OF REGISTRATION
REGISTRY NUMBER

DETAILS OF CHILD'S BIRTH

1. CHILD'S LAST NAME, 2. CHILD'S FIRST NAME, 3. CHILD'S MIDDLE NAME, 4. PLACE OF BIRTH, 5. DATE OF BIRTH, 6. SEX, 7. TYPE OF BIRTH, 8. BIRTH ORDER

DETAILS OF THE BIRTH PARENTS (at the time of child's birth)

9. LAST NAME, 10. FIRST NAME, 11. MIDDLE NAME, 12. CITIZENSHIP, 13. DATE OF BIRTH, 14. PLACE OF BIRTH, 15. RELIGION, 16. NATURALIZED DATE & PLACE OF REGISTRATION AS PHILIPPINE CITIZEN, 17. CIVIL STATUS OF PARENTS, 18. DATE OF MARRIAGE OF PARENTS, 19. PLACE OF MARRIAGE

20. I, THE UNDERSIGNED DECLARE UNDER PENALTY OF PERJURY under the laws of the Republic of the Philippines, that the information I have provided herein are the true and accurate facts of birth of the child being sought to be registered, to the best of my knowledge.

SIGNATURE OF INFORMANT OVER PRINTED NAME :
RELATIONSHIP TO THE CHILD :

SUBSCRIBE AND SWORN TO BEFORE ME this by the above-named informant, here in Date

[SEAL] NOTARIAL AUTHORITY

21. REMARKS/ANNOTATIONS

OFFICIAL USE ONLY. DO NOT WRITE ANYTHING BELOW THIS BOX

22. The foregoing information was furnished by the above-named informant, and supported by corresponding documents from local authorities. Registered today, in the civil registry records of the Consular Section of the Philippine Embassy/Consulate

Date, Doc. No., Service No., O.R. No., Fee Paid, Book No., Series of

[SEAL] REPUBLIC OF THE PHILIPPINES

AFFIDAVIT OF DELAYED REGISTRATION OF BIRTH

I, _____, a _____ citizen, of legal age, and presently residing at _____, do hereby declare and state that:

1. I am the parent of _____ born on _____ in _____;
2. I was not aware that the birth of a Filipino child abroad (a child born to Philippine parent/s) should immediately be reported to the nearest Philippine Embassy or to the nearest Philippine Consulate for registration;
3. In view of my lack of knowledge of the existing requirement, I failed to register the birth of my child;
4. I am executing this affidavit in order to attest to the facts and circumstances surrounding the late registration of the birth of my child.

Printed Name and Signature

_____)
_____)SS

AFFIDAVIT OF ACKNOWLEDGMENT/ADMISSION OF PATERNITY

I, _____, a _____ citizen,
single, of legal age, and presently residing at _____
_____ do hereby declare and state that I am
the father of _____
born on _____ in _____; that
the child's mother and I are not married; and that I would like the child to bear my surname
pursuant to Republic Act No. 9255 (An Act Allowing Illegitimate Children to Use the Surname
of their Father, Amending for the Purpose, Article 176 of Executive Order No. 209, otherwise
known as the Family Code of the Philippines) series of 2004.

Signature of Father

Passport Number _____

Date and Place of Issue _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ at the
Embassy of the Philippines, Paris, France.

Doc. No.: _____
Book No.: _____
Service No.: _____
Receipt No.: _____
Series of: _____

Registry Number: _____

_____))
_____)) SS

AFFIDAVIT TO USE THE SURNAME OF THE FATHER

I, _____, _____, _____, _____
Affiant's Name Citizenship Civil Status age

years old, a resident of _____
Complete Address

after having been duly sworn to in accordance with law, do hereby declare that:

1. I am seeking to use the surname _____ in:
- a) my Certificate of Live Birth/Report of Birth, pursuant to R.A. No. 9255 and its Revised IRR.
 - b) the Certificate of Live Birth/Report of Birth of _____
(Complete Name of Child)
who is my _____, pursuant to R.A. No. 9255
(Relationship of the Affiant to the Child)
and its Revised IRR.

2. I/He/She was born on _____ at _____
(Date of Birth) (City/Municipality) (Province/State) (Country)

3. My/The birth was recorded under Registry No. _____ on _____
(Registry Number) (Date of Registration)

(if applicable).

4. The Affidavit of Admission of Paternity or the Private Handwritten Instrument was recorded under Registry No. _____ on _____ at the
(Registry Number) (Date of Registration)
Local Civil Registry Office (LCRO) / Philippine Foreign Service Post (PFSP) of _____ (if applicable).
(City/Municipality) (Province) (Country/State)

5. I am filing this AUSF at the LCRO / PFSP of _____
(City/Municipality) (Province) (Country)

In accordance with R.A. No. 9255 and its Revised Implementing Rules and Regulations.

6. I hereby certify that the statements made herein are true and correct to the best of my knowledge and belief.

7. In witness whereof, I hereby affix my signature on this _____ day of _____, 20__ at _____.

Signature over Printed Name of Affiant

SUBSCRIBED AND SWORN to before me this _____ day of _____ in the city/municipality of _____, affiant exhibiting his/her _____ issued at _____ on _____. I certify that I personally examined the affiant and that he/she voluntarily executed the foregoing affidavit and understood the contents thereof.

Signature over Printed Name of the Administering Officer

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

_____))
_____)) S.S.

SWORN ATTESTATION

I, _____, _____ citizen, _____, of
Affiant's Name Citizenship Civil Status
legal age, with address at _____,
France, after having been sworn to in accordance with law, do hereby depose and state
that I am the mother/guardian of the affiant in the Affidavit to Use the Surname of the
Father (AUSF); that my child/ward _____ is fully
aware of the consequences of the use of the surname of his/her father.

IN WITNESS WHEREOF, I hereunto affix my signature this _____ day of
_____ 20____ in Paris, France.

Signature of Mother/Guardian
over Printed Name

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20____
in the City of Paris, France, affiant exhibiting his/her passport issued at _____
on _____. I certify that I personally examined the affiant and
that he/she voluntarily executed the foregoing affidavit and understood the contents
thereof.

Signature over Printed Name
of the Administering Officer

Doc. No. _____
Page No. _____
Book No. _____
Series of _____