



**EMBASSY OF THE PHILIPPINES**  
**Consular Section**  
**Paris, France**

45 rue du Ranelagh  
75016 Paris, France  
**Trunkline : 01.44.14.57.00**  
**Fax : 01.46.47.56.00**  
**Email: [paris.pe@dfa.gov.ph](mailto:paris.pe@dfa.gov.ph)**  
**Website: [www.parispe.dfa.gov.ph](http://www.parispe.dfa.gov.ph)**

**SERVICE REQUEST FORM**  
*(with List of Requirements)*

<b>NAME OF APPLICANT</b> _____ (First) (Middle) (Last)	<input type="checkbox"/> Male <input type="checkbox"/> Female
<b>COMPLETE ADDRESS</b> _____ (in France) (House No.) (Street) (Postal Code) (City)	<b>Civil Status:</b> _____ (Single/Married/Annulled/Divorced)
<b>PHONE/MOBILE NO.</b> _____	<b>EMAIL:</b> _____
<b>SIGNATURE OF APPLICANT</b> _____	<b>DATE OF APPLICATION</b> _____
	<b>AGE:</b> _____
	<b>NO. OF DOCUMENTS APPLIED</b> _____

- ATTESTATION** (on Passport Application)
  1. Original and 1 copy of the data and signature pages of valid passport
  2. One passport size photo with white background
  3. Copy of passport application receipt

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- CERTIFICATE OF APPEARANCE:** in  English  French
  1. Original and 2 copies of the data and signature pages of valid passport
  2. One passport size photo with white background

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- CERTIFICAT DE COUTUME RELATIF**
  - AU MARIAGE**       **AU PACS**
  1. Original and copy of the data and signature pages of valid passport
  2. One (1) passport size photo with white background
  3. Original and copy of Certificate of No Marriage issued by PSA *(must be issued within the last 6 months)* and apostilled by DFA
  4. Copy of birth certificate
  5. **If widow/er**, original and copy of Marriage Certificate and Death Certificate issued by PSA and apostilled by DFA
  6. **If annulled or divorced**, original and copy of Marriage Certificate with annotation issued by PSA and apostilled by DFA
  7. **If previously married**, original and copy of Advisory on Marriages issued by PSA and apostilled by the DFA (PSA-Marriage Certificate may be required as supporting doc.)

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- CERTIFICAT DE COUTUME RELATIF**
  - AU NOM**                       **A L'HEREDITE**
  - A LA LEGITIMATION**       **A L'ADOPTION**
  1. Original and 2 copies of the data and signature pages of valid passport
  2. One passport size photo with white background
  3. Original and copy of Certificate of Birth and/or Certificate of Marriage issued by PSA and apostilled by DFA
  4. Original and copy of document to establish filiation with parent/child

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- CERTIFICATE OF RESIDENCY** (for Tax Exemption Purposes)  
 \*For Salarié card holders, email [polomadrid2020@gmail.com](mailto:polomadrid2020@gmail.com)
  1. 1 copy of the data and signature pages of valid passport
  2. 1 copy of the front and back side of titre/carte de séjour
  3. Copies of ALL the immigration stamps on the old and current passports for the last five (5) years**For accompanying minors:**
  1. 1 copy of the Report of Birth or PSA Birth Certificate
  2. 1 copy of data and signature pages of valid passport
  3. 1 copy of front and back side of Titre de Circulation / Titre d'Identité Republicain
  4. Copies of ALL immigration stamps on the old and current pasports for the last 5 years.

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- IDENTIFICATION CERTIFICATE** (for Dual Citizens)
  1. Copy of the data and signature pages of latest Philippine passport
  2. Original and copy of Oath of Allegiance
  3. One passport size photo with white background

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- LEGALIZATION**
  1. Original and copy 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)

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- NBI CLEARANCE**
  1. Original and copy of the data and signature pages of valid passport
  2. One passport size photo with white background

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- NOTARIAL**
  1. Personal appearance of the person(s) executing the document
  2. Three unsigned copies of documents to be notarized
  3. Original and 3 copies 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 copies of apostilled *Acte de Naissance Copie Intégrale* (check above link for apostille in France)
    2. Original and 3 copies of the English translation of the *Acte de Naissance Copie Intégrale* from a licensed translator
    3. **If parents are married**, original and 4 copies 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

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  - CERTIFIED TRUE COPY OF REPORT OF BIRTH**
    1. Copy of passport (data and signature page) of the applicant

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  - REPORT OF MARRIAGE** (Form to be accomplished in black ink)
    1. One original and 3 copies of apostilled *Acte de Mariage Copie Intégrale* (check above link for apostille in France)
    2. Original and 3 copies of the English translation of the *Acte de Mariage Copie Intégrale* from a licensed translator
    3. Original and 4 copies of valid passport(s) of the spouses
    4. **If widow/er**, original and 3 copies of Marriage Certificate and Death Certificate issued by PSA
    5. **If annulled or divorced**, original and 3 copies of Marriage Certificate with Remarks issued by PSA
    7. **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

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  - CERTIFIED TRUE COPY OF REPORT OF MARRIAGE**
    1. Copy of passport (data and signature page) of the applicant

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  - REPORT OF DEATH** (Form to be accomplished in black ink)
  - CONSULAR MORTUARY CERTIFICATION**  
*(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 copies of apostilled *Acte de Décès Copie Intégrale* (check above link for apostille in France)
    3. Original and 6 copies of the passport of the deceased
    4. Original and 5 copies of the Medical Certificate indicating cause of death
    5. Original and 5 copies of Certificate of Non-Epidemic Disease
    6. Original and 5 copies 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: _____	