



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

**SERVICE REQUEST FORM**

4, hameau de Boulainvilliers  
 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) /  
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 Website : [www.parispe.dfa.gov.ph](http://www.parispe.dfa.gov.ph)

<b>DATE OF RELEASE</b>
------------------------

<b>NAME</b>			
<b>ADDRESS</b>			
<b>TELEPHONE NUMBER/S</b>			
<b>PASSPORT NUMBER</b>			
<b>DATE ISSUED</b>		<b>PLACE ISSUED</b>	
<b>SIGNATURE OF APPLICANT</b>		<b>NUMBER OF DOCUMENTS</b>	
<b>DATE OF APPLICATION</b>		<b>PROCESSOR</b>	

**PLEASE CHECK SERVICE REQUESTED**

For applications by MAIL, provide a PREPAID SELF-ADDRESSED envelope:

- TRANSLATION** \_\_\_\_\_  
 Requirements: 1. Original PSA-issued document authenticated by DFA and photocopy  
 2. Payment (Forms of payment accepted: cash, Mandat Cash, Company check only)
  
- REPORT OF**     **BIRTH**     **MARRIAGE**     **DEATH**     **Delayed Registration**     **Affidavit of Paternity**  
 **AUSF (0-6 y/o mother/guardian, 7-17 child and Sworn Attestation, 18 y/o & above person himself)**  
 **Sworn Attestation (mother/guardian)**     **Certification (if with AUSF, AAP or Sworn Attestation)**
  
- LEGALIZATION** \_\_\_\_\_  
 Requirements: 1. Original and photocopy of the document for legalization with English translation.  
 Please check LEGALIZATION PROCEDURES for more information on the procedure required  
 2. Payment (Forms of payment accepted: cash, Mandat Cash, Company check only)
  
- NOTARIAL** \_\_\_\_\_  
 Requirements: 1. Personal appearance of the person executing the document  
 2. Signature of two disinterested witnesses of legal age  
 3. Original document (example: SPA, Affidavit, etc) to be notarized and photocopy  
 4. Two photocopies of the data page with signature of the passport of the person executing the document  
 5. Payment (Form of payment accepted: cash, Mandat Cash, Company check only)
  
- CERTIFICATION or ATTESTATION** \_\_\_\_\_  
 Requirements: (Depending on the type of certification requested)
  - Original and two photocopies of the data page with signature of the passport
  - Original and two photocopies of PSA-issued document authenticated by DFA
  - Other documents as may be required by the processing officer
  - Payment (Forms of payment accepted: cash, Mandat Cash, Company check only)
  
- COUTUME FOR (Please check)**     **MARRIAGE**                       **PACS**  
 Requirements: 1. One photocopy of the data page with signature of the passport of the Philippine citizen  
 2. One photocopy of the passport or National ID card of the foreign citizen  
 3. One passport size photo of each party  
 4. If for Marriage, original and photocopy of PSA Certificate of No Marriage authenticated by DFA  
 5. Payment (Forms of payment accepted: cash, Mandat Cash, Company check only)

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