



How to apply for

CERTIFICATE OF RESIDENCY FOR TRAVEL TAX EXEMPTION

To safeguard everyone's health against COVID-19 and in consideration of the French and Philippine governments' policies, the Embassy's consular services such as passport, notarial, NBI clearance, certificate of appearance and dual citizenship can be availed only **by appointment via phinfrance.timetap.com**.

The Embassy accepts only **MAILED-IN APPLICATION** for the **Certificate of Residency**. Here's how to proceed with your application:

1. Access the official website of the Philippine Embassy in Paris at <https://paris.pe.dfa.gov.ph>. Click **DOWNLOAD FORMS**.



2. Download the Service Request (SRF) Form. Write your name and contact details. Put a check on the tick box for **CERTIFICATE OF RESIDENCY (for Tax Exemption Purposes)** to indicate the type of service applied.

3. Download the Certificate of Residency form. Fill out the details completely. After accomplishing the form, scan or take photo of it, together with all the documentary requirements. Attach the scanned accomplished form and supporting documents to your email to the Embassy. On the message portion of the email, indicate your name, mailing address, phone no. and email address. See the example of the email below.



4. Wait for the Embassy's reply to your email. The Embassy will review your emailed application and supporting documents. If your documents are in order, the Embassy will advise you to mail to the Embassy, via La Poste, the original application form and original supporting documents, together with instructions on the inclusion of a self-addressed envelope. See the example of self-addressed envelope below.

