



## Embassy of the Republic of the Philippines

Ambassade de la République des Philippines

Paris

### ADVISORY ON THE GRADUAL RESUMPTION OF OPERATIONS OF THE EMBASSY ON 11 MAY 2020

In view of the announcement of the French Government on the gradual easing of the COVID-19 lockdown, the Philippine Embassy will partially resume its consular operations starting 11 May 2020.

For health and safety precautions and in view of the call of the French Government for continued social distancing and reduced contact due to the COVID-19 pandemic, the Philippine Embassy will only accept mailed-in applications for certain services.

A. **CONSULAR SERVICES BY MAIL/EMAIL ONLY:** Please check the Embassy's website [www.parispe.dfa.gov.ph](http://www.parispe.dfa.gov.ph) for documentary requirements.

- Authentication/ Legalization
- *Certificat de Coutume*
- Certification of Passport Under Process
- Certificate of Residency for Travel Tax Exemption
- Embassy Identification Card (White card)
- Extension of Passports expiring in 2020 (for emergency travel or urgent cases only)
- Report of Birth (ROB)
- Report of Marriage (ROM)
- Report of Death (ROD)
- Travel Document (TD)

Instructions on Application by Mail:

1. Send an email to the Embassy: [paris.pe@dfa.gov.ph](mailto:paris.pe@dfa.gov.ph) and type the subject "Request for Consular Service:   (Type of service)  "
2. In the email, write:
  - a. The consular service to be applied for
  - b. The applicant's full name, mailing address, telephone number and email address
3. Attach to the email:
  - a. Scanned copy or photograph of the application form (download from the Embassy website) duly accomplished
  - b. Scanned copy or photograph of all the required documents for the service. (see Embassy website)
4. Wait for the email-reply from the Embassy. The Embassy will review your emailed application and supporting documents.



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- a. If your documents are in order, the Embassy will advise you to mail via La Poste to the Embassy the original application form and original supporting documents, together with instructions on the payment of the service fee and the inclusion of a self-addressed stamped envelope.
  - b. If your email submission is incomplete, the Embassy will advise you to submit additional documents via email.
5. Follow the Embassy's emailed instructions on the mailing of the original application documents, including the payment of the service fee.
  6. Once processed, the document you applied for and the official receipt will be mailed to you by the Embassy.

### **IMPORTANT! SUSPENDED CONSULAR SERVICES**

- Passport Applications
- Visa Services
- Notarial Services
- NBI Clearance
- Application for Marriage at the Embassy
- Certificate of Appearance
- Reacquisition and Retention of Filipino Citizenship Under RA 9225

### **ADDITIONAL INFORMATION:**

#### **RELEASING OF PASSPORTS AND OTHER CONSULAR DOCUMENTS FILED AT THE EMBASSY BEFORE 17 MARCH 2020 WILL BE THROUGH REGISTERED MAIL.**

1. **PASSPORTS:** Applicants whose passports are ready for release should send their old passports together with the official receipt and a self-addressed stamped envelope (*Lettre recommandée avec Avis de Réception*) with €7,00 worth of stamps so the Embassy can send the new passports back to the applicant.
2. **OTHER CONSULAR DOCUMENTS:** Applicants whose documents are ready for release should send their official receipts together with a self-addressed stamped envelope (*Lettre recommandée avec Avis de Réception*) with €7,00 worth of stamps so the Embassy can send the document back to the applicant.

**The list of documents and passports ready for release will be posted on the Embassy's Facebook and Website.**



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For the releasing of multiple documents/passports by one applicant, please email the Embassy at [paris.pe@dfa.gov.ph](mailto:paris.pe@dfa.gov.ph) for the correct amount of stamps.

- B. For emergencies and other matters not mentioned above, please email the Embassy at [paris.pe@dfa.gov.ph](mailto:paris.pe@dfa.gov.ph)

The public's understanding and cooperation is greatly appreciated.



**PHILIPPINE EMBASSY, PARIS**  
04 May 2020