

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

**Please not application unless all of the following requirements are complied with:**

Additional documents may be require upon assessment of the application, depending on the circumstances of the applicant/s. Factors such as citizenship, previous civil status of the parents and other factors that may affect application for Report of Birth. Please provide your contact details so that we can reach you immediately.

1. **Report of Birth Form** - four (4) completely filled-out and originally signed forms. Please use black pen.
2. **Apostilled Acte de Naissance** - original **Acte de Naissance Copie Integral** (Extrait de Naissance or Reconnaissance is insufficient):  
To have an apostilled Acte de Naissance:
  - from France, please visit this link: <https://www.service-public.fr/particuliers/vosdroits/R47867> and type in their zipcode or city name on this link, under "A qui transmettre le formulaire". It will give the contact details of the relevant court of appeals.
  - from Monaco, please visit this link: <https://en.service-public-particuliers.gouv.mc/Justice/Legal-documents-and-services/Apostille-Department-of-Justice/How-to-have-a-document-apostilled>
3. **English Translation of Acte de Naissance Copie Integral (done by a licensed translator)** - original and three (3) photocopies.
4. **Authenticated 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 of 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.

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

• **Affidavit of Acknowledgement 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

- **Affidavit to use the Surname of the Father** (will 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 will 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.*

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,

- Enclose a **prepaid self-addressed registered mail envelope** with your complete mailing address.
- Payments should be made in form of **cheque de banque** payable to "Ambassade des Philippines"
- Please include your **contact number** so that we can reach you immediately.
- No need to send the original passport/s.

<p><b>SCHEDULE OF FEES</b></p> <ul style="list-style-type: none"><li>• €22.50 for the Report of Birth</li><li>• Additional €22.50 for Affidavit of Paternity or Acknowledgment, if applicable</li><li>• Additional €22.50 for Affidavit of Delayed Registration, if applicable</li><li>• Additional €22.50 for Affidavit to use the surname of the Father, if applicable</li><li>• Additional €22.50 for Sworn attestation, if applicable</li><li>• Additional €22.50 for Certification to be issued by the Embassy if there are AAP and AUSF.</li></ul>	<p><b>FOR MAILING OPTION, PLEASE INDICATE</b></p> <p>NAME: _____</p> <p>COMPLETE MAILING ADDRESS : _____ _____</p> <p>CONTACT NUMBER: _____</p>
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# PHILIPPINE FOREIGN SERVICE POST

**THIS FORM IS NOT FOR SALE**

(DFA-OCA-CRD-05 / REV.01 / 24 APRIL 2018)

## REPORT OF BIRTH

**OFFICIAL USE ONLY**

DATE OF REGISTRATION

REGISTRY NUMBER

### DETAILS OF CHILD'S BIRTH

1. CHILD'S LAST NAME

5. DATE OF BIRTH  
*(Ex. 01 January 2000)*

2. CHILD'S FIRST NAME

6. SEX

MALE

3. CHILD'S MIDDLE NAME  
*(Mother's Maiden Surname)*

FEMALE

4. PLACE OF BIRTH  
*(city/state/province, country)*

7. TYPE OF BIRTH *(Single, Twin, Triplets, etc)*

8. BIRTH ORDER

*(Children born by mother including fetal death)*

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

#### FATHER

#### MOTHER (MAIDEN INFORMATION)

9. LAST NAME

10. FIRST NAME

11. MIDDLE NAME

12. CITIZENSHIP

13. DATE OF BIRTH  
*(Ex. 01 January 2000)*

14. PLACE OF BIRTH  
*(city/state/province, country)*

15. RELIGION

16. NATURALIZED  
DATE & PLACE OF REGISTRATION  
AS PHILIPPINE CITIZEN  
*(Ex. 01 January 2000 / country)*

17. CIVIL STATUS OF PARENTS  MARRIED

18. DATE OF MARRIAGE OF PARENTS  
*(Ex. 01 January 2000)*

NOT MARRIED

19. PLACE OF MARRIAGE  
*(city/state/province, country)*

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 (Ex. 01 January 2000)*

[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: \_\_\_\_\_

\_\_\_\_\_) )  
\_\_\_\_\_) SS

Registry Number: \_\_\_\_\_

**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:

- I am seeking to use the surname \_\_\_\_\_ in:
  - my Certificate of Live Birth/Report of Birth, pursuant to R.A. No. 9255 and its Revised IRR.
  - 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 \_\_\_\_\_