



## CONSULAR OUTREACH IN PHOENIX, ARIZONA 16-17 March 2019

**Los Angeles, 15 February 2019** – A team from the Philippine Consulate General in Los Angeles will conduct a Consular Outreach Program in Phoenix, Arizona on **16-17 March 2019**:

Location : Halo Halo Kitchen  
3553 W. Dunlap Avenue  
Phoenix, Arizona 85051

Service Hours : 9:00 am – 12:00 nn; 1:00 pm – 5:00 pm

Outreach email : **arizona.consularoutreach@gmail.com**

The consular outreach program is being undertaken in cooperation with the Filipino American Business Chamber of Commerce of Arizona through its President, Ms. Marie Cuning.

The following consular services will be rendered:

1. Renewal and/ or first-time applications for Electronic Passport (ePassport), to be returned to the applicant by mail sixteen (16) weeks from 15 April 2019. **No lost passport applications will be accepted.**
2. Applications for the retention and re-acquisition of Philippine citizenship pursuant to Republic Act 9225 or Dual Citizenship Law. Oath-taking will be scheduled on the same day for qualified applicants. Applicants are advised to wear appropriate clothing for the occasion.
3. Applications for Report of Marriage & Birth. Documents for authentication will be accepted but these will be processed in Los Angeles and returned to the applicant by mail.

### **IMPORTANT NOTICE TO ALL APPLICANTS- PLEASE READ CAREFULLY:**

- **STRICTLY BY APPOINTMENT ONLY** (by following the applicable scheduling steps below) **AND WITH COMPLETED DOCUMENTS ONLY. NO WALK-IN APPLICANTS WILL BE ACCEPTED.**

**APPLICATIONS SUBMITTED BY MAIL OR EMAIL BEFORE THE POSTING OF THE NOTICE ON 15 FEBRUARY 2019 WILL NOT BE CONSIDERED IN THE OUTREACH SCHEDULE**

- **APPLICANTS THROUGH THIRD PARTY FACILITATORS WILL NOT BE ACCEPTED.**
- **APPLICANTS MUST PERSONALLY APPEAR DURING THE APPOINTED TIME AND BRING ALL THEIR ORIGINAL DOCUMENTS AND PHOTOCOPIES.**
- **FAILURE TO APPEAR DURING THE APPOINTED TIME OR TO BRING COMPLETE DOCUMENTS WILL RESULT IN CANCELLATION OF APPOINTMENT.**
- **THE CONSULATE DOES NOT CHARGE FEES NOR ACCEPTS DONATIONS RELATED TO THE ENTRY OR USE OF THE VENUE.**
- **APPLICANTS MUST BRING THEIR OWN SELF-ADDRESSED AND SELF-STAMPED ENVELOPES.**

## **INFORMATION FOR ALL APPLICANTS**

The **FINAL LIST** of applicants with confirmed appointment schedule will be posted at the Consulate's website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) on or before **08 March 2019**.

Check the Consulate's website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) for the complete list of requirements.

### **Appointment Scheduling Steps for ePASSPORT Applicants**

1. Visit the Philippine Consulate website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) and download and accomplish the ePassport application form;
2. Send an advance copy of the completed ePassport application form and data page (bearing the name and photo) of the expired or expiring passport in PDF format. Thumbprints (if needed) and signature must be affixed and all pertinent data on the application form must be completed. A copy of your NSO/ PSA birth certificate is required for those who have discrepancies in their names. For first-time ePassport applicants, please send copies of your supporting documents (i.e. NSO/PSA birth certificate or marriage contract, if applicable).  
All applications must be emailed to the Consulate (Attn: ARIZONA Outreach) at this email address: [arizona.consularoutreach@gmail.com](mailto:arizona.consularoutreach@gmail.com). INCOMPLETE FORMS WILL NOT BE PROCESSED.
3. Please indicate your complete contact details including email address and telephone number since you may be advised regarding submission of additional documents, if needed.

**All applications must be received no later than 01 March 2019 or until we receive 150 applications, whichever comes first.** Please note that applications are easily filled up after a week or less so please ensure that your application is complete.

Please note that personal appearance is required in all cases (including applicants who are 65 years old and above and minors who are below 18 years old). Do not bring passport pictures. Photos and biometrics of the applicant will be taken onsite. The applicant must wear decent attire (no sleeveless and/or collarless attire) and without eyeglasses/colored contact lenses. No facial piercings allowed.

### **Appointment Scheduling Steps for DUAL CITIZENSHIP Applicants**

1. Visit the Philippine Consulate website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) and print the Dual Citizenship Application form;
2. Complete the Dual Citizenship Application form and prepare supporting documents
3. Send an advance copy of the completed Dual Citizenship application form and supporting documents;

All applications must be emailed to the Consulate (Attn: ARIZONA Outreach) at this email address: [arizona.consularoutreach@gmail.com](mailto:arizona.consularoutreach@gmail.com). INCOMPLETE FORMS WILL NOT BE PROCESSED

4. Please indicate your complete contact details including email address and telephone number since you may be advised regarding submission of additional documents, if needed.

Please note that oath-taking will be scheduled on the same day for qualified applicants. Applicants should take their oath as Dual Citizens in DECENT ATTIRE. The Consulate shall **REFUSE** oath-taking to applicants wearing inappropriate outfit such as:

- Sleeveless shirts
- Skimpy clothes
- Shorts
- Sandos
- Slippers

**All applications must be received no later than 01 March 2019 or until we receive 100 applications, whichever comes first.** Please note that applications are easily filled up after a week or less so please ensure that your application is complete.

### **Appointment Scheduling Steps for Report of Marriage (ROM) & Birth (ROB)**

1. Visit the Philippine Consulate website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) and print the ROM or ROB form;
2. Complete the ROM or ROB form and prepare supporting documents;
3. Send an advance copy (**one set only**) of the completed form and supporting documents in PDF format only. Applicant must bring four (4) sets of forms and supporting documents on the day of their appointment;

All applications must be emailed to the Consulate (Attn: ARIZONA Outreach) at this email address: [arizona.consularoutreach@gmail.com](mailto:arizona.consularoutreach@gmail.com). INCOMPLETE FORMS WILL NOT BE PROCESSED

4. Please indicate your complete contact details including email address and telephone number since you may be advised regarding submission of additional documents, if needed.

**All applications must be received no later than 01 March 2019 or until we receive 100 applications, whichever comes first.** Please note that applications are easily filled up after a week or less so please ensure that your application is complete.

### **ADDITIONAL INFORMATION FOR ALL APPLICANTS**

The Consulate regularly updates the appointment schedule posted on the website upon receipt of completed applications.

**The final list of all applicants with confirmed appointment schedule will be posted at the Consulate's website ([www.philippineconsulatela.org](http://www.philippineconsulatela.org)) by 08 March 2019.**

All applicants are required to PERSONALLY APPEAR during their appointment time for data verification, finger printing and photo/signature capture and must bring all original documents. All applicants are advised to transact their business directly with Consulate officials.

### **PAYMENT OF CONSULAR FEES**

Fees must be paid in person at the scheduled appointment. The Consulate will only accept payments in cash, postal money order or cashier's check. Personal checks will not be accepted. Payments should be paid directly to the collecting officer/cashier of the Consulate during the outreach program and inside the venue only. Please be informed that the Consulate has not authorized other people or entities to collect fees for all consular services rendered.

- ePassport : \$60 processing fee
- Dual Citizenship : \$50 processing fee
- Civil Registry : \$25 processing fee

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