

STEPS IN FILING A REPORT OF BIRTH (ROB)

Following are the steps in filing a Report of Birth:

IF FILING WILL BE DONE IN PERSON:

1. Download Report of Birth Form from website: www.pcgny.net

Cut and paste this link on your browser:

<http://www.pcgny.net/download/index.htm#legal>

Note: The Report of Birth must be accomplished in triplicate.

All three (3) sets of the Report must contain the original signature of the person filing the report and contain the following attachments :

- 2.1. copy of child's birth certificate;
- 2.2. copy of parents' passports;

Note: The parent/s must submit evidence which will show that either one was a Filipino citizen at the time of the child's birth. This can usually be shown by a valid Philippine passport plus proof that the parent has maintained Philippine citizenship (ex. valid green card or U.S. visa). If the parent has already been naturalized, the naturalized parent is requested to show his/her U.S. Certificate of Naturalization (the latter will show the date when the person was naturalized, i.e., lost his Philippine citizenship, and his/her country of origin)

- 2.3. copy of parents' marriage certificate (if child is legitimate)

For children whose Report will be filed six months after birth, submit additionally, nos. 2.4 and 2.5:

- 2.4. Notarized Affidavit of Two Disinterested Persons (attesting that the persons executing the affidavit know the couple and that they know that the child is the offspring of the couple)

- 2.5. Notarized Affidavit of Delayed Registration

IMPT: The parent shall must bring the originals of the required attachments for examination.

3. Fee: US\$25.00

FILING BY MAIL (FILER IN THE U.S.):

- If submission will be by mail, the Report and all attachments must be notarized.
- Enclose the \$25.00 fee in money order payable to the Consulate General in New York .
- If you wish a processed copy to be returned to you for your file, enclose together with the Report and payment, a self-addressed, stamped envelope (we recommend U.S . Express Mail or any courier service which provide tracking numbers).

State in your cover letter that you would like a processed copy of the Report of Birth returned to you. The original will be forwarded to the Department of Foreign Affairs for onward transmittal to the National Statistics Office/Office of the Philippine Civil Registrar General in order that your child will have a record of his birth in our National Civil Registry (www.nso.gov.ph; www.e-census.com.ph).

Please indicate your contact number or e-mail in the Report of Birth as we may need to contact you in case we have questions on the submitted Report.

The consular officer reserves the right to request additional documentation to establish the claim to Philippine citizenship.