

Honorary Consulate of the Republic of the Philippines

Federal State of Hesse
Frankfurter Strasse 70, 61231 Bad Nauheim
Tel. No. (06032) – 9661-250 • Telefax (06032) 9661-123
konsul@steintreu.de

REPORT OF MARRIAGE

Requirements for Registration of Marriages in the Federal State of Hessen only

IMPORTANT: A Report of Marriage must be filed within one (1) year from the date of the solemnization of the marriage. Marriages registered after the 1-year period shall require the submission of an Affidavit of Delayed Registration of Marriage duly notarized by a **German Notary Public and authenticated by the Regional Court (Apostille des Landgerichtspräsidenten)**, stating therein, among others, the ground/s for the delayed registration. (Source: Foreign Service Circular No. 10-08, 06 January 2008).

The Report of Marriage is the prerequisite for changing the surname in the Philippine passport of a married woman who is a Filipino citizen. For this purpose, the Filipino citizen must apply for a new passport with the Philippine Embassy in Berlin. Please contact PE Berlin at Tel. 030.864 950 26 or check the website www.philippine-embassy.de.

All documents in German must be accompanied by an official English translation

All documents coming from the NSO in Manila must bear an authentication certificate (red ribbon) from the Department of Foreign Affairs in Manila.

GENERAL REQUIREMENTS

1. **Report of Marriage Form in 4 originals** – please fill up the form online using the link hereunder and print, or print 4x and fill up legibly, typewritten or in block print, and IN ENGLISH (German is not an official language in the Philippines.) Note: If filled up online, the form cannot be saved with the entries. Please make sure that the entries are correct before printing and signing. **ALL 4 forms to be submitted must be filled up and signed IN ORIGINAL.**

NOTE: Please enter the Last Name and the Middle Name of the Wife **BEFORE** marriage.

The Report of Marriage form can be best accomplished using the following link at the official website of the Philippine Embassy, Berlin:

http://philippine-embassy.de/wp-content/uploads/2015/11/Report_of_Marriage_Form.pdf

2. **Passport** of Filipino applicant in original + 4 photocopies of identification page (also the last page with the signature, if the passport is not yet electronic.)

Passport of foreigner spouse in original + 4 photocopies of identification page with signature

3. **International Marriage Contract (*Auszug aus dem Heiratseintrag-Formule B*)** – 1 original + 3 photocopies

The Formule B already contains an English explanation of the details of the contract. If the issuing authority cannot provide the Formule B and will instead issue a marriage contract in German, the said marriage contract must be translated into English by a certified translator for English.

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Note: Marriages solemnized in Denmark may only be registered with the Philippine Embassy in Norway.

4. **Birth Certificate** issued by the National Statistics Office and duly authenticated by the Department of Foreign Affairs in Manila – original + 4 photocopies (original to be returned)

5. In case the Report is being filed one (1) year AFTER the solemnization of the marriage, an **Affidavit of Delayed Registration of Marriage** duly notarized by a German notary public and authenticated by the Regional Court (*Landgericht*) – original + 4 photocopies

6. For applicants who were previously divorced or widowed or whose previous marriage was hitherto annulled or declared null and void, the following additional documents are required:

a. For applicants married abroad who subsequently obtained a foreign divorce decree (in Germany or abroad):

- One (1) copy of the **foreign divorce decree**
- **NSO-issued Report of Marriage** (of the marriage subject matter of the divorce proceedings) with the **proper annotation of the recognition of the divorce decree**, duly **authenticated by the DFA** – Original + 4 photocopies
- **Order** issued by the Philippine Court recognizing the divorce decree – Original or certified true copy of the original + 4 photocopies

b. For applicants whose previous marriage had been annulled/declared null and void:

- **Court decision** annulling the marriage or declaring the marriage null and void, duly **authenticated by the DFA** – Original + 4 photocopies
- **NSO-issued Marriage Contract or Report of Marriage** with the **proper annotation of the decree of annulment or nullity of marriage**, duly **authenticated by the DFA** – Original + 4 photocopies

c. For applicants who were widowed in the Philippines or abroad:

- If widowed in the Philippines: **NSO-issued Death Certificate** duly authenticated by the DFA – Original + 4 photocopies; OR,
- If widowed in Germany: Death Certificate (***Auszug aus dem Todesregister – Formule C***) issued by the Standesamt and **authenticated by the Regierungspräsidium** having jurisdiction (analog if widowed in another foreign country.)

7. Fee of:	EURO
Report of Marriage	22.50
Affidavit of Delayed Registration (if applicable)	22.50

The fee is subject to change without prior notice. Fees prevailing at the time of processing of applications will apply.

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MODES OF PAYMENT

Payment may be made in (1) cash (by personal appearance at the Consulate) or by (2) bank transfer to the account of the Consular Office in Bad Nauheim:

Account Name: HONORARKONSULAT DER PHILIPPINEN
Bad Nauheim: IBAN: DE53 5185 0079 0027 1599 90; BIC: HELADEF1FRI

Please enclose a copy of the bank transfer slip for purposes of tracking.

8. Self-addressed stamped envelope (not smaller than size DIN A4)

The Honorary Consulate reserves the right to require the submission of additional supporting documents whenever necessary.

IMPORTANT: For purposes of complying with the 1-year period to file, an application shall be deemed filed only on the date when **all** the requirements mentioned above have been **actually received** by the Honorary Consulate, including actual receipt by the Consulate of the confirmation of payment of the processing fees through receipt of the Consulate's bank statement (*Kontoauszug*), **not** the date of bank transfer (*Überweisung*) by the applicant, if payment was made through the bank. **Submission of only some of the requirements will not stop the running of the 1-year period.**

Please send the foregoing requirements with your **filled-up application forms (4 Report of Marriage forms)** by registered mail, including the following:

1. Statement of deposit of fee (*Überweisungsbeleg*) for purposes of tracking of payment
2. Self-addressed stamped DIN A4 envelope (at least EURO 4.00 stamps). Passports and documents will be returned by registered mail (*per Einschreiben*). Insufficiently stamped envelopes will not be supplemented with additional stamps. Documents and passports will be returned by regular mail, if sufficiently stamped for such, and the Honorary Consulate General assumes no responsibility in case of loss.

Please call for an appointment if submitting personally.

Incomplete applications shall be returned unprocessed to the applicant.

Processing time: at least 3 – 5 working days

Office hours:

(Subject to change without prior notice)

BAD NAUHEIM: 9:00-12:00 Hours, Monday-Friday
Except on legal holidays

Appointment required before personal appearance

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Where to File the Report of Marriage

Please file your Report of Marriage with the Philippine foreign post in Germany having jurisdiction over the place where your marriage took place.

Marriage took place in	File Report of Marriage with
Baden-Württemberg	Philippine Honorary Consulate Stuttgart Leitzstrasse 45, 70469 Stuttgart Tel: 0711 655 200 50 Fax: 0711 655 200 51 Email: bw-hc@philippine-embassy.de Bankverbindung: Bitte anfragen!
Bayern	Philippine Honorary Consulate Munich Habenschadenstrasse 16, 82049 Pullach/Munich, Tel: 089 72444850-80 Email: hc.bavaria@philippine-embassy.de Bankverbindung: Bitte anfragen!
Hessen	Philippine Honorary Consulate Bad Nauheim Frankfurter Strasse 70, 61231 Bad Nauheim Tel. 06032 9661-250 Fax 06032 9661-123 konsul@steintreu.de frankfurt@philippine-embassy.de Bankverbindung: Oben angegeben
Nordrhein-Westfalen, Rheinland-Pfalz, Saarland	Philippine Honorary Consulate Essen c/o Bank im Bistum Essen eG Gildehofstrasse 2, 45127 Essen Tel. 0201 2209-273 Fax 0201 2209-273 nrw-hc@philippine-embassy.de ; phil.con@bibessen.de Bankverbindung: Bitte anfragen!
Sachsen, Sachsen-Anhalt, Thüringen	Philippine Honorary Consulate Dresden Palaisplatz 3, 01097 Dresden Tel. 0351 448 333 12 / 0160 88 23 704 Fax 0351 44833333 sachsen-hc@philippine-embassy.de Bankverbindung: Bitte anfragen!
Berlin, Brandenburg, Bremen, Hamburg, Mecklenburg-Vorpommern, Niedersachsen, Schleswig-Holstein	Philippine Embassy Berlin Haus Cumberland Kurfürstendamm 194, 10707 Berlin Tel. 030 864 95 013 standesamt@philippine-embassy.de Bankverbindung: Bitte anfragen!

IMPORTANT: Please use the CORRECT bank details of the Post where you are filing your Report of Marriage. The Philippine Embassy Berlin and the Honorary Consulate in Bad Nauheim have a no-refund policy. Refund of payments made by mistake to the account of the incorrect Honorary Consulate General/Honorary Consulate will take several weeks and the administrative costs of refunding the payment (at least €15.00) will be deducted.