

## 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  
office@hessen-philippines.de

### REPORT OF BIRTH

- For Births in the Federal State of Hesse Only -

A Report of Birth must be filed **within one (1) year** from the date of the birth of the child. Births registered after the one-year period shall require the submission of an **Affidavit of Delayed Registration of Birth**, duly notarized by a German notary public and authenticated by the Landgericht, stating therein, among others, the ground/s for the delayed registration (Source: Foreign Service Circular No. 10-08, 06 January 2008).

#### IMPORTANT REMINDERS:

1. All documents in German must be accompanied by an official English translation. Submission of an international version of German civil registry documents with built-in English translation (Internationale Geburtsurkunde) is advised.
2. Original documents coming from the Philippines should be printed on NSO security paper AND authenticated (with red ribbon) by the DFA in Manila.
3. When a Report of Birth is submitted by mail, the Report (4x all in original) should be signed in the presence of two witnesses before being submitted to the Honorary Consulate.
4. **The Honorary Consulate reserves the right to require the submission of additional supporting documents whenever necessary.**

#### GENERAL REQUIREMENTS

1. Four (4) Report of Birth forms ( can be found on the website of the Honorary Consulate, link [www.hessen-philippines.de](http://www.hessen-philippines.de), or as attachment to this information ), completely, legibly and neatly accomplished by computer, in block letters or typewritten, with the answers filled in IN ENGLISH. Forms with any of the entries in German will not be processed.

The Report of Birth form can also be found using the following link at the official website of the Philippine Embassy, Berlin:

[http://philippine-embassy.de/wp-content/uploads/2014/09/2014-REPORT-OF-BIRTH-REVISED\\_Editabel.pdf](http://philippine-embassy.de/wp-content/uploads/2014/09/2014-REPORT-OF-BIRTH-REVISED_Editabel.pdf)

If documents are to be submitted by mail, all 4 forms must be signed in original by the authorized signatory before 2 witnesses before submission to the Honorary Consulate (please see No. 3 of Important Reminders above.)

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2. Child's International Birth Certificate (*Internationale Geburtsurkunde, Formule A*): Please ask the Standesamt – 1 original + 3 simple photocopies.
3. Passport of the Filipino parent/s in original + 4 photocopies of the identification page and last page.
4. For legitimate children: Original Marriage Contract of the parents + 4 photocopies thereof

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**If the marriage was solemnized in Germany, please present the Report of Marriage in original previously filed with the Philippine Embassy or the Philippine Honorary Consulate + 4 photocopies. If the original is not available, please present an official copy issued by the NSO and duly authenticated by the DFA in Manila. If none had been previously filed, please file a Report of Marriage (Formule B) first.**

5. For illegitimate children of female Filipino citizens: personal appearance of the mother and presentation of proof of her maiden surname (e.g. original birth certificate issued on NSO security paper by the National Statistics Office (NSO) in Manila and duly authenticated by the DFA in Manila) + 4 photocopies.
6. In case the Report is being filed one (1) year after the date of birth of the child:
  - (a) an Affidavit of Delayed Registration of Birth duly signed and executed by the parent/s before a German notary public and duly authenticated by the Landgericht. Please submit the original notarized affidavit + three (3) simple photocopies.
  - (b) Personal appearance of the Filipino citizen-parent(s) / former Filipino citizen-parent(s) at the Honorary Consulate.

7. Fee of:	<u>EURO</u>
Report of Birth	22.50
Affidavit of Delayed Registration of Birth ( if applicable )	22.50

to be paid prior to application in cash by personal appearance at the Consulate, or by bank transfer (*Banküberweisung*), in case filing by mail, to:

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

**Please deposit the fee to the account of the office and submit a copy of the deposit slip with the other documentary requirements for purposes of tracking of payment.**

Please read our advisories in our homepage <http://www.hessen-philippine.de> regarding the **No-Refund policy** of fees.

**The fee is subject to change without prior notice. Fees prevailing on the date of processing of applications will apply.**

If documents are to be returned by registered mail (*Einschreiben, inside Germany only*), please include a self-addressed, sufficiently stamped envelope (A4 or larger), as well as proof of deposit of payment (*Überweisungsbeleg*), or a copy thereof, whenever applicable.

**Please provide a telephone number or email-address in case you need to be contacted regarding your application.**

Processing time: at least 3 – 5 working days upon receipt of complete requirements. Please be advised that the Consulate can only process applications upon receipt of complete requirements and confirmation of payment of the processing fee through the bank statement (*Kontoauszug*) from the Consulate's bank.

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

Appointment required before personal appearance

Further advisories may be found in [www.philippine-embassy.de](http://www.philippine-embassy.de)