



Philippine Embassy in Brussels, Belgium

Internal / External Services



List of Services

1. [Passport Application – Adult \(New\)](#)
2. [Passport Application – Adult \(Renewal\)](#)
3. [Passport Application – Minor \(New\)](#)
4. [Passport Application – Minor \(Renewal\)](#)
5. [Passport Application – Lost/Damaged/Mutilated](#)
6. [Application for a Travel Document](#)
7. [Visa Application – 9a Temporary Visitor’s Visa](#)
8. [Visa Application – 9e Diplomatic/Official Visa](#)
9. [Report of Birth](#)
10. [Report of Marriage](#)
11. [Report of Death](#)
12. [Notarials](#)
13. [Dual Citizenship \(RA 9225\)](#)
14. [NBI Clearance](#)
15. [Assistance to Nationals – Processing of application for Assistance to Nationals \(ATN\) Services](#)
16. [Assistance to Nationals – Processing of application for Request for Family Support](#)
17. [Assistance to Nationals – Processing of application for Serving of Summons](#)
18. [Assistance to Nationals – Processing of application for Victim of Passport Theft](#)
19. [Assistance to Nationals – Processing of application for Domestic Violence](#)
20. [Assistance to Nationals – Processing of application for Detention / Arrest](#)
21. [Assistance to Nationals – Processing of application for Deportation](#)
22. [Assistance to Nationals – Processing of application for Missing Persons / Whereabouts](#)
23. [Assistance to Nationals – Processing of application for Repatriation of Human Remains / Cremains of Deceased OFs](#)
24. [Assistance to Nationals – Processing of application for Undocumented Filipinos Returning to the Philippines](#)



1. Passport Application – Adult (New)

Processing of application for a new passport of an adult applicant.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | |
|--|--|---|
| Classification: | Highly Technical | |
| Type of Transaction: | G2C - Government to Client | |
| Who may avail: | Filipino citizens | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Confirmed Online Appointment | | https://www.passport.gov.ph/ |
| Personal Appearance | | |
| Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth (COLB) or Report of Birth (ROB) on Security Paper <ul style="list-style-type: none"> Local Civil Registrar copy if PSA-issued COLB is not clear or cannot be read | | https://www.psaserbilis.com.ph/ Local Civil Registrar where Applicant was born |
| Accomplished Application Form | | Sent to Applicant's email after confirmation on https://www.passport.gov.ph/ |
| For Married Women (who are using their spouse's last name): present Original and submit photocopy of PSA-issued Certificate of Marriage on Security Paper or Report of Marriage. <ul style="list-style-type: none"> Local Civil Registrar Copy if PSA-issued document is not clear or cannot be read | | https://www.psaserbilis.com.ph/ |
| Belgian/Luxembourgish Residence Card with one (1) photocopy; or any of the following acceptable IDs with one (1) photocopy: <ul style="list-style-type: none"> Philippine Identification (PhilID) Electronic Philippine ID Digital National ID (*printed copy must be submitted) <p>The following IDs may also be used in lieu of the Philippine Identification (PhilID) / ePhilID:</p> <ul style="list-style-type: none"> Social Security System (SSS) Card Government Service Insurance System (GSIS) Card Unified Multi-Purpose Identification (UMID) Card Land Transportation Office (LTO) Driver's License. Student Permit may be accepted if in card format. Bangsamoro Land Transportation Office (BLTO) - issued Driver's License (DL) Cards issued 2022 onwards Professional Regulatory Commission (PRC) ID Overseas Workers Welfare Administration (OWWA) E-Card Commission on Elections (COMELEC) Voter's ID or Voter's Certificate issued from COMELEC main office in Intramuros, Manila. | | https://national-id.gov.ph/ |



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|---|--|
| <ul style="list-style-type: none"> • Philippine National Police (PNP) Permit to Carry Firearms Outside Residence • Senior Citizen ID • Airman License (issued August 2016 onwards) • Philippine Postal ID (issued November 2016 until September 2023) • Seafarer's Record Book (SRB) or Seafarers Identity Document (SID) (*must be issued Feb 2020 onwards) issued by the Maritime Industry Authority (MARINA) • Valid or Latest Passport (For Renewal of Passport) • School ID (if applicable) | |
| <p>SUPPORTING DOCUMENTS</p> <p>Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions, as specified in the following cases:</p> <p>In case of Late Registered PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling</p> <p>At least one of the following on top of the basic requirements:</p> <ul style="list-style-type: none"> • Additional primary government-issued valid ID accepted for passport application; <p>If unable to provide an additional primary ID, the applicant must submit any two (2) of the following documents:</p> <ul style="list-style-type: none"> • NBI Clearance (valid or expired); • School Records such as: • Form 137-A • Transcript of Records • Diploma obtained from Elementary, High School and/or College • If government employee, Service Record; • Member Data Record (MDR) from PhilHealth <p>If the passport applicant's PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling has lacking data, or the first name is registered as "Baby Boy/Baby/BabyGirl/Girl/Boy" and the applicant is born before 1993:</p> <ul style="list-style-type: none"> • Applicant must submit a PSA-<u>annotated</u> Certificate of Live Birth, Report of Birth, or Certificate of Foundling. <p>If the passport applicant's PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling contains a misspelled first or last name, or misspelled birth place, or mistake in the day or month of birth, or clerical error in the sex, or change of first name or nickname:</p> <ul style="list-style-type: none"> • Applicant must submit a PSA-<u>annotated</u> Certificate of Live Birth, Report of Birth, or Certificate of Foundling pursuant to R.A. No. 9048, as amended by R.A. No. 10172. | |



If by operation of law or through a court order, the passport applicant is permitted to use a name or other biographic detail other than what is officially recorded in the PSA:

- Annotated Certificate of Live Birth, Report of Birth, or Certificate of Foundling as authenticated by PSA reflecting the corrected entry.

Discrepancies on the biographical details of supporting documents submitted for passport application:

The applicant shall provide supporting documents that are consistent with the information as stated in the applicant's PSA-issued documents, unless by operation of law or through court order, the applicant is permitted to use a name other than what is officially recorded in the PSA.

Thus, the applicant shall have the supporting document corrected in order for its details to be consistent with the PSA-issued document.

The applicant shall submit the following, depending on the correction needed:

1. Annotated PSA Certificate of Live Birth
2. Annotated PSA Marriage Certificate
3. Corrected Government-issued Valid IDs
4. Corrected Identification Certification

In case applicant has NO PSA-issued Certificate of Live Birth or Report of Birth:

- Applicant must first file for late registration with Local Civil Registrar (LCR) or Consular Office with jurisdiction over the place where applicant was born; and
- Applicant must submit PSA-issued late registered Certificate of Live Birth or Report of Birth.

If applicant is a Naturalized Filipino Citizen, the following are the additional requirements:

For persons who have undergone Administrative Naturalization under Republic Act No. 9139:

- Certificate of Naturalization;
- Certificate of Renunciation of foreign citizenship issued by the concerned Foreign Embassy or Foreign Ministry; and
- Identification Certificate issued by BI.

For persons who have undergone Judicial Naturalization under Commonwealth Act No. 473:

- Certificate of Naturalization;
- Court Order, Certificate of Finality of Decision granting naturalization, Decree of Naturalization; and
- Identification Certificate issued by BI.



- For persons who have undergone Legislative Naturalization under Commonwealth Act No. 63:
- Certificate of Naturalization;
- Certified true copy of the law granting citizenship;
- Foreign Birth Certificate authenticated by the Philippine Foreign Service Post; and
- Identification Certificate issued by BI.

For persons who availed of the Facilitated Naturalization of Refugees and Stateless Persons under Supreme Court Rule 21-07-2022-SC:

- Decree of Naturalization

If applicant obtained Filipino citizenship by Election

Applicants those born before 17 January 1973 to Filipino mothers and married to non-Filipino spouses and elected Philippine citizenship within three (3) years upon reaching the age of twenty-one (21), the following are the additional requirements:

- PSA-issued Certificate of Live Birth of or PSA-issued Report of Birth; and
- Additional documents proving election of Philippine citizenship.

If applicant retained or re-acquired their Philippine citizenship

Applicants covered by the provisions of under Republic Act No. 9225, otherwise known as "Citizenship Retention and Reacquisition Act of 2003", shall submit any of the following documents:

- Order of Approval;
- Oath of Allegiance; or
- Identification Certificate or Certificate of Retention/Re-acquisition of Philippine Citizenship.

Applicant is a derivative beneficiaries of Filipino parents who retained or re-acquire Philippine citizenship, shall submit the following documents:

- Order of Approval of parent or child (as applicable); and/or
- Identification Certificate issued by a Philippine FSP or Certificate of Retention/Re-acquisition of Philippine Citizenship issued by the BI.

Bureau of Immigration (BI) or Philippine FSP which issued the documents

Bureau of Immigration (BI) or Philippine FSP which issued the documents

The Embassy may require additional supporting documents as necessary.

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|----------------|-----------------|-----------------|--------------------|
| Applicant gets an appointment through the Global Online Appointment System https://www.passport.gov.ph/ | | | 10 minutes | Applicant |



| | | | | |
|--|--|--------|------------|--------------------|
| Applicant personally appears at the Embassy on their appointment date and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €60.00 | 3 minutes | Consular Assistant |
| Applicant proceeds to the data capturing area for biometrics. | Consular Assistant encodes the application in the system and captures the biometric data of the Applicant. | | 10 minutes | Consular Assistant |
| <i>SUBTOTAL</i> | | €60.00 | 28 minutes | |
| TOTAL | | €60.00 | 28 minutes | |



2. Passport Application – Adult (Renewal)

Processing of application for the renewal of the passport of an adult applicant.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | |
|---|--|---|
| Classification: | Highly Technical | |
| Type of Transaction: | G2C - Government to Client | |
| Who may avail: | Filipino citizens | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Confirmed Online Appointment | | https://www.passport.gov.ph/ |
| Personal Appearance | | |
| Accomplished Application Form | | Sent to Applicant's email after confirmation on https://www.passport.gov.ph/ |
| Current ePassport with photocopy of data page | | |
| For Married Women who will change their surname to their spouse's: present Original and submit photocopy of PSA-issued Certificate of Marriage on Security Paper or Report of Marriage. <ul style="list-style-type: none"> Local Civil Registrar Copy if PSA-issued document is not clear or cannot be read | | https://www.psaserbilis.com.ph |
| Belgian/Luxembourgish Residence Card with one (1) photocopy; or any of the following acceptable IDs with one (1) photocopy: <ul style="list-style-type: none"> Philippine Identification (PhilID) Electronic Philippine ID Digital National ID (*printed copy must be submitted) <p>The following IDs may also be used in lieu of the Philippine Identification (PhilID) / ePhilID:</p> <ul style="list-style-type: none"> Social Security System (SSS) Card Government Service Insurance System (GSIS) Card Unified Multi-Purpose Identification (UMID) Card Land Transportation Office (LTO) Driver's License. Student Permit may be accepted if in card format. Bangsamoro Land Transportation Office (BLTO) - issued Driver's License (DL) Cards issued 2022 onwards Professional Regulatory Commission (PRC) ID Overseas Workers Welfare Administration (OWWA) E-Card Commission on Elections (COMELEC) Voter's ID or Voter's Certificate issued from COMELEC main office in Intramuros, Manila. Philippine National Police (PNP) Permit to Carry Firearms Outside Residence | | https://national-id.gov.ph/ |



| | |
|---|--|
| <ul style="list-style-type: none"> ● Senior Citizen ID ● Airman License (issued August 2016 onwards) ● Philippine Postal ID (issued November 2016 until September 2023) ● Seafarer's Record Book (SRB) or Seafarers Identity Document (SID) (*must be issued Feb 2020 onwards) issued by the Maritime Industry Authority (MARINA) ● Valid or Latest Passport (For Renewal of Passport) ● School ID (if applicable) | |
| <p>SUPPORTING DOCUMENTS</p> <p>Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions, as specified in the following cases:</p> <p>Applicants covered by the provisions of under Republic Act No. 9225, otherwise known as "Citizenship Retention and Reacquisition Act of 2003", shall submit any of the following documents:</p> <ul style="list-style-type: none"> ● Order of Approval; ● Oath of Allegiance; or ● Identification Certificate or Certificate of Retention/Re-acquisition of Philippine Citizenship. <p>If applicant is a derivative beneficiary of Filipino parents who retained or re-acquire Philippine citizenship, shall submit the following documents:</p> <ul style="list-style-type: none"> ● Order of Approval of parent or child (as applicable); and/or ● Identification Certificate issued by a Philippine FSP or Certificate of Retention/Re-acquisition of Philippine Citizenship issued by the BI. <p>In case applicant is a Naturalized Citizen</p> <ul style="list-style-type: none"> ● Latest-issued Philippine passport; and ● Identification Certificate of Naturalization from the Bureau of Immigration, or Certificate of Naturalization issued by the Special Committee on Naturalization (SCN), or copy of the final Court Judgment or Law granting Philippine citizenship. <p>In case applicant is a Filipino citizen by Election:</p> <ul style="list-style-type: none"> ● Latest-issued Philippine passport; ● Documents of election of Philippine citizenship; and ● Identification Certificate issued by the BI. <p>If a married woman applicant wishes to revert to her maiden name based on the following:</p> <p>By virtue of death of the spouse:</p> <ul style="list-style-type: none"> ● PSA-issued Certificate of Death or Report of Death (ROD) of spouse or apostillized or authenticated Foreign Death Certificate of foreign spouse with English translation, if applicable; ● PSA-issued Certificate of Live Birth or Report of Birth; and | |



- Latest issued Philippine passport (if available).

By virtue of an annulment, declaration of nullity of marriage, judicially-recognized foreign divorce, and judicially-recognized divorce under Presidential Decree No.1083 (Code of Muslim Personal Laws of the Philippines):

- PSA-issued Certificate of Marriage or Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriage
- PSA-issued Certificate of Live Birth or Report of Birth; and
- Latest issued Philippine passport (if available).

For other reasons of reversion:

- PSA-issued Certificate of Live Birth or Report of Birth;
- Notarized Affidavit of Explanation that includes request for the reversion of maiden name in the Philippine passport or travel document and stating she has not hitherto availed of the reversion;
- Latest-issued Philippine passport or travel document; and
- Any existing government-issued valid ID accepted for passport application reflecting the maiden name.

Note: This mode of reversion can only be done once.

For applicants with Unclaimed Passports issued 2010 onwards

- Applicant may request for a Certificate of Unclaimed Passport either at the office where the unclaimed passport was issued;
- Notarized Affidavit of Explanation; and
- Other requirements for New Applicants (applicants with unclaimed passports will be treated as such)

The Embassy may require additional supporting documents as necessary.

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|--------------------|
| Applicant gets an appointment through the Global Online Appointment System https://www.passport.gov.ph/ | | | 10 minutes | Applicant |
| Applicant personally appears at the Embassy on their appointment date and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €60.00 | 3 minutes | Consular Assistant |



| | | | | |
|---|--|--------|------------|--------------------|
| Applicant proceeds to the data capturing area for biometrics. | Consular Assistant encodes the application in the system and captures the biometric data of the Applicant. | | 10 minutes | Consular Assistant |
| <i>SUBTOTAL</i> | | €60.00 | 28 minutes | |
| TOTAL | | €60.00 | 28 minutes | |



3. Passport Application – Minor (New)

Processing of application for the new passport of a minor applicant.

| | | |
|---|--|--|
| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | |
| Classification: | Highly Technical | |
| Type of Transaction: | G2C - Government to Client | |
| Who may avail: | Filipino citizens | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Confirmed Online Appointment | | https://www.passport.gov.ph/ |
| Personal Appearance of minor applicant <u>and</u> either parent or authorized adult companion | | |
| PSA-issued Certificate of Live Birth or PSA-issued Report of Birth | | https://www.psaserbilis.com.ph |
| Accomplished Application Form | | Sent to Applicant's email after confirmation on https://www.passport.gov.ph/ |
| Belgian/Luxembourgish Residence Card with one (1) photocopy | | |
| Belgian/Luxembourgish Residence Card with one (1) photocopy of the accompanying adult | | |
| SUPPORTING DOCUMENTS | | |
| Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions, as specified in the following cases: | | |
| In case applicant is a newborn (less than 1 year old) and has No PSA Birth Certificate/Report of Birth yet | | |
| <ul style="list-style-type: none"> • If born abroad - The minor applicant may submit original copy of Report of Birth | | |
| In case the minor applicant's PSA-issued Certificate of Live Birth was registered one (1) year after the event, the applicant must submit at least one (1) of the following supporting documents: | | |
| <ul style="list-style-type: none"> • School Records; or • Baby book or health record or its equivalent document. | | |
| In case of marital minor applicant (with Married Parents as stated in the minor applicant's PSA Certificate of Live Birth) | | |



- Valid Philippine passport or other competent proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity;
- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and
- If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and
- Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application).

In case applicant is not accompanied by the parent/s during the application process

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application); and
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.

If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:

- Personal Appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);
- Passport or Valid Government issued ID of biological father and legal guardian
- *In the absence of father, the following may accompany the minor child in the order indicated:*
 - Surviving grandparent (submission of PSA Certificate of Death of Mother;



- Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);
- The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:

- Personal Appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate
- Valid Passport or valid government ID* of adult guardian (click here for the List of Acceptable IDs for Passport Application)
- Letter of Guardianship issued by Family Court

In case none of the above can accompany the minor applicant

In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and
In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.

In case of Minor Foundlings in the Philippines not for Adoption

- Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;
- PSA-issued Certificate of Foundling;
- Letter of Guardianship issued by the Family Court; and
- Valid ID of the guardian.

In case of Minor Applicant who is a Prospective Adoptee for Domestic Adoption

- Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;
- PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;
- Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;
- Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and
- Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of



the minor applicant and must include a copy of valid government-issued ID and/or passport.

Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in the application process and must include a copy of valid government-issued ID and/or passport.

In cases of Minor Applicant who is an Adoptee through Domestic Adoption

- Personal appearance of minor applicant and adoptive parent/s;
- Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
- Passports or other competent proofs of identity of the minor applicant, adoptive parent/s or authorized adult companion; and
- Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

In case of Minor Applicant who is a Prospective Adoptee for Foreign Adoption

- PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
- Endorsement from NACC;
- Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
- Placement Authority issued by NACC;
- Certificate for Issuance of Passport issued by NACC;
- Travel Clearance Certificate for adoptee;
- Child Study Report; and
- Clearance for Intercountry Adoption.

In case of Minor Applicant who is an Adoptee through Foreign Adoption

- Personal Appearance of minor applicant and adoptive parent/s;
- Amended PSA-issued Certificate of Live Birth, Report of Birth;
- Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
- Certified True Copy of Court Decree of Adoption.

Applicant is a derivative beneficiary of Filipino parents who retained or re-acquire Philippine citizenship, shall submit the following documents:

- Order of Approval of parent or child (as applicable); and/or
- Identification Certificate issued by a Philippine FSP or Certificate of Retention/Re-acquisition of Philippine Citizenship issued by the BI.

In case applicant is a Naturalized Citizen

- Latest-issued Philippine passport; and
- Identification Certificate of Naturalization from the Bureau of Immigration, or Certificate of Naturalization issued by the Special Committee on



| Naturalization (SCN), or copy of the final Court Judgment or Law granting Philippine citizenship. | | | | |
|---|--|------------------------|------------------------|--|
| The Embassy may require additional supporting documents as necessary. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant gets an appointment through the Global Online Appointment System https://www.passport.gov.ph/ | | | 10 minutes | Applicant / Applicant's Parent or Guardian |
| Applicant personally appears at the Embassy on their appointment date and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €60.00 | 3 minutes | Consular Assistant |
| Applicant proceeds to the data capturing area for biometrics. | Consular Assistant encodes the application in the system and captures the biometric data of the Applicant. | | 10 minutes | Consular Assistant |
| <i>SUBTOTAL</i> | | €60.00 | 28 minutes | |
| TOTAL | | €60.00 | 28 minutes | |



4. Passport Application – Minor (Renewal)

Processing of application for the renewal of the passport of a minor applicant.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | |
|--|--|---|
| Classification: | Highly Technical | |
| Type of Transaction: | G2C - Government to Client | |
| Who may avail: | Filipino citizens | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Confirmed Online Appointment | | https://www.passport.gov.ph/ |
| Personal Appearance of minor applicant <u>and</u> either parent or authorized adult companion | | |
| PSA-issued Certificate of Live Birth or PSA-issued Report of Birth as proof of filiation | | https://www.psaserbilis.com.ph |
| Accomplished Application Form | | Sent to Applicant's email after confirmation on https://www.passport.gov.ph/ |
| Current ePassport with photocopy of data page | | |
| Belgian/Luxembourgish Residence Card with one (1) photocopy | | |
| Belgian/Luxembourgish Residence Card with one (1) photocopy of the accompanying adult | | |
| SUPPORTING DOCUMENTS | | |
| <p>Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions, as specified in the following cases:</p> <p>In case of marital minor applicant (with Married Parents as stated in the minor applicant's PSA Certificate of Live Birth)</p> <ul style="list-style-type: none"> Valid Philippine passport or other competent proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity; If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal | | |



guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and
- Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application).

In case applicant is not accompanied by the parent/s during the application process

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application); and
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.

If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:

- Personal Appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);
- Passport or Valid Government issued ID of biological father and legal guardian
- *In the absence of father, the following may accompany the minor child in the order indicated:*
 - Surviving grandparent (submission of PSA Certificate of Death of Mother;
 - Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);
 - The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)



If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:

- Personal Appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate
- Valid Passport or valid government ID* of adult guardian (click here for the List of Acceptable IDs for Passport Application)
- Letter of Guardianship issued by Family Court

In case none of the above can accompany the minor applicant

In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.

In case of Minor Foundlings in the Philippines not for Adoption

- Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;
- PSA-issued Certificate of Foundling;
- Letter of Guardianship issued by the Family Court; and
- Valid ID of the guardian.

In case of Minor Applicant who is a Prospective Adoptee for Domestic Adoption

- Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;
- PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;
- Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;
- Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and
- Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of the minor applicant and must include a copy of valid government-issued ID and/or passport.

Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in



the application process and must include a copy of valid government-issued ID and/or passport.

In cases of Minor Applicant who is an Adoptee through Domestic Adoption

- Personal appearance of minor applicant and adoptive parent/s;
- Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
- Passports or other competent proofs of identity of the minor applicant, adoptive parent/s or authorized adult companion; and
- Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

In case of Minor Applicant who is a Prospective Adoptee for Foreign Adoption

- PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
- Endorsement from NACC;
- Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
- Placement Authority issued by NACC;
- Certificate for Issuance of Passport issued by NACC;
- Travel Clearance Certificate for adoptee;
- Child Study Report; and
- Clearance for Intercountry Adoption.

In case of Minor Applicant who is an Adoptee through Foreign Adoption

- Personal Appearance of minor applicant and adoptive parent/s;
- Amended PSA-issued Certificate of Live Birth, Report of Birth;
- Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
- Certified True Copy of Court Decree of Adoption.

Applicant is a derivative beneficiary of Filipino parents who retained or re-acquire Philippine citizenship, shall submit the following documents:

- Order of Approval of parent or child (as applicable); and/or
- Identification Certificate issued by a Philippine FSP or Certificate of Retention/Re-acquisition of Philippine Citizenship issued by the BI.

In case applicant is a Naturalized Citizen

- Latest-issued Philippine passport; and
- Identification Certificate of Naturalization from the Bureau of Immigration, or Certificate of Naturalization issued by the Special Committee on Naturalization (SCN), or copy of the final Court Judgment or Law granting Philippine citizenship.

The Embassy may require additional supporting documents as necessary.



| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|----------------|-----------------|--|
| Applicant gets an appointment through the Global Online Appointment System https://www.passport.gov.ph/ | | | 10 minutes | Applicant / Applicant's Parent or Guardian |
| Applicant personally appears at the Embassy on their appointment date and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €60.00 | 3 minutes | Consular Assistant |
| Applicant proceeds to the data capturing area for biometrics. | Consular Assistant encodes the application in the system and captures the biometric data of the Applicant. | | 10 minutes | Consular Assistant |
| SUBTOTAL | | €60.00 | 28 minutes | |
| TOTAL | | €60.00 | 28 minutes | |



5. Passport Application – Lost/Damaged/Mutilated Passport

Processing of application for applicants with lost/damaged/mutilated passports.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | |
|--|---|------------------------|
| Classification: | Highly Technical | |
| Type of Transaction: | G2C - Government to Client | |
| Who may avail: | Filipino citizens | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Confirmed Online Appointment | https://www.passport.gov.ph/ | |
| Personal Appearance | | |
| Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth (COLB) or Report of Birth (ROB) on Security Paper <ul style="list-style-type: none"> Local Civil Registrar copy if PSA-issued COLB is not clear or cannot be read | https://www.psaserbilis.com.ph/ Local Civil Registrar where Applicant was born | |
| Accomplished Application Form | Sent to Applicant's email after confirmation on https://www.passport.gov.ph/ | |
| For Married Women (who are using their spouse's last name): present Original and submit photocopy of PSA-issued Certificate of Marriage on Security Paper or Report of Marriage. <ul style="list-style-type: none"> Local Civil Registrar Copy if PSA-issued document is not clear or cannot be read | https://www.psaserbilis.com.ph/ | |
| Belgian/Luxembourgish Residence Card with one (1) photocopy; or any of the following acceptable IDs with one (1) photocopy: <ul style="list-style-type: none"> Philippine Identification (PhilID) Electronic Philippine ID Digital National ID (*printed copy must be submitted) <p>The following IDs may also be used in lieu of the Philippine Identification (PhilID) / ePhilID:</p> <ul style="list-style-type: none"> Social Security System (SSS) Card Government Service Insurance System (GSIS) Card Unified Multi-Purpose Identification (UMID) Card Land Transportation Office (LTO) Driver's License. Student Permit may be accepted if in card format. Bangsamoro Land Transportation Office (BLTO) - issued Driver's License (DL) Cards issued 2022 onwards Professional Regulatory Commission (PRC) ID Overseas Workers Welfare Administration (OWWA) E-Card Commission on Elections (COMELEC) Voter's ID or Voter's Certificate issued from COMELEC main office in Intramuros, Manila. | https://national-id.gov.ph/ | |



| <ul style="list-style-type: none"> Philippine National Police (PNP) Permit to Carry Firearms Outside Residence Senior Citizen ID Airman License (issued August 2016 onwards) Philippine Postal ID (issued November 2016 until September 2023) Seafarer's Record Book (SRB) or Seafarers Identity Document (SID) (*must be issued Feb 2020 onwards) issued by the Maritime Industry Authority (MARINA) Valid or Latest Passport (For Renewal of Passport) School ID (if applicable) | | | | |
|---|--|-----------------|-----------------|--------------------|
| <p>SUPPORTING DOCUMENTS</p> <ul style="list-style-type: none"> Adult Applicants Minor Applicants <p>Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions.</p> <p>For Lost/Damaged/Mutilated Passport, supporting documents are similar to applications for new passports.</p> | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant gets an appointment through the Global Online Appointment System https://www.passport.gov.ph/ | | | 10 minutes | Applicant |
| Applicant personally appears at the Embassy on their appointment date and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €150.00 | 3 minutes | Consular Assistant |
| Applicant proceeds to the data capturing area for biometrics. | Consular Assistant encodes the application in the system and captures the biometric data of the Applicant. | | 10 minutes | Consular Assistant |
| SUBTOTAL | | €150.00 | | |
| TOTAL | | €150.00 | | |



6. Application for a Travel Document

Processing of application for issuance of travel documents.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|---|--|-----------------|---|--------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Personal Appearance | | | | |
| Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth (COLB) or Report of Birth (ROB) on Security Paper <ul style="list-style-type: none"> Local Civil Registrar copy if PSA-issued COLB is not clear or cannot be read | | | https://www.psaserbilis.com.ph/ Local Civil Registrar where Applicant was born | |
| Accomplished Application Form | | | Available at the Embassy | |
| 3 Passport-size photograph with white background | | | | |
| Copy of flight details | | | | |
| Copy of passport data-page | | | | |
| For lost-passport applicant Affidavit of Lost Original copy of Police Report | | | Available at the Embassy | |
| For mutilated passport applicant Affidavit of Multilated/Damaged Passport | | | Available at the Embassy | |
| The Embassy may require additional supporting documents as necessary. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant personally appears at the Embassy and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €30.00 | 5 minutes | Consular Assistant |



| | | | | |
|------------------------|--|--------|------------|--------------------|
| | Consular Assistant process the application | | 10 minutes | Consular Assistant |
| <i>SUBTOTAL</i> | | €30.00 | | |
| TOTAL | | €30.00 | | |



7. Visa Application - 9A Temporary Visitor's Visa

Processing of application for issuance of 9A Temporary Visitor's Visa.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|--|---|-----------------|--|--------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Foreign nationals | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Personal Appearance | | | | |
| Accomplished Visa Application Form | | | https://www.visa.gov.ph/ or https://brusselspe.dfa.gov.ph > Consular Services > Forms | |
| 1 Passport-size photograph with white background | | | | |
| Copy of passport data-page (passport must have a validity of at least six (6) months after the intended stay in the Philippines) | | | | |
| Copy of Identity / residence card | | | | |
| Proof of financial capacity to support stay in the Philippines - e.g., latest bank statement, pay slips from the last 3 months, employment certificate disclosing one's salaries and other entitlements, proof of investments, pension statements, sponsorship letters supported by sponsor's latest bank statement | | | | |
| Copy of return/onward airline reservation ticket or flight booking confirmation | | | | |
| If staying in a hotel: copy of hotel booking confirmation for the whole duration of stay / If hosted: signed letter of invitation/accommodation from sponsor AND sponsor's valid ID | | | | |
| Certificate of no criminal record (e.g. Police Clearance or Blanco Register) | | | | |
| The Embassy may require additional supporting documents as necessary. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant personally appears at the Embassy and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the | €30.00 / €40.00 | 5 minutes | Consular Assistant |



| | | | | |
|------------------------|--|--------------------|---|--------------------|
| | Applicant and issues an official receipt | | | |
| | Consular Assistant process the application | | 10 minutes | Consular Assistant |
| | Visa is issued and released | | 7 to 10 working days from date of application | Consular Assistant |
| <i>SUBTOTAL</i> | | €30.00 / €40.00 | | |
| TOTAL | | €30.00 / €40.00 | | |



8. Visa Application - 9E Diplomatic and Official Visa

Processing of application for issuance of 9E Diplomatic and Official Visa.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|---|---|---|---|--------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Foreign nationals | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Accomplished Visa Application Form | | Available at https://brusselspe.dfa.gov.ph > Consular Services > Forms | | |
| 1 Passport-size photograph with white background | | | | |
| Copy of passport data-page (passport must have a validity of at least six (6) months after the intended stay in the Philippines) | | | | |
| Copy of Identity / residence card | | | | |
| Copy of return/onward airline reservation ticket or flight booking confirmation | | | | |
| Authority Approval from Manila or Note Verbale from the Ministry of Foreign Affairs of his/her country/ the International Organization indicating the purpose of his/her travel | | | | |
| The Embassy may require additional supporting documents as necessary. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant personally appears at the Embassy and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| | Consular Assistant process the application | | 10 minutes | Consular Assistant |
| | Visa is issued and released | | 7 to 10 working days from date of application | Consular Assistant |
| SUBTOTAL | | Gratis | | |
| TOTAL | | Gratis | | |



9. Civil Registry - Report of Birth (ROB)

Processing of application for registration of report of birth.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | |
|---|--|--|
| Classification: | Highly Technical | |
| Type of Transaction: | G2C - Government to Client | |
| Who may avail: | Filipino Citizens | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Personal Appearance | | |
| 4 Accomplished Report of Birth Forms | | https://brusselspe.dfa.gov.ph/ > Consular Services > Forms |
| Birth Certificate - extract from Birth Registration-International version from the Commune /Gemeente (City Hall) - apostilled by the City Hall or the Ministry of Foreign Affairs of Belgium or Luxembourg | | Commune/ Gemeente (City Hall) and Ministry of Foreign Affairs |
| Marriage Certificate of the parents - if married in the Philippines, PSA copy of Marriage Certificate - if married abroad, Foreign Marriage Certificate or Extract of Marriage Registration – international version from the City Hall - apostilled by the City Hall or the Ministry of Foreign Affairs of Belgium or Luxembourg | | https://www.psaserbilis.com.ph/ Commune/ Gemeente (City Hall) and Ministry of Foreign Affairs |
| 4 Copy of the valid passports and identity cards of the parents | | |
| For parents who are not legally married Affidavit of Admission of Paternity* (<u>AAP</u>) to be executed by the father Affidavit to Use the Surname of the Father* (<u>AUSF</u>) to be executed by the mother Certificate of Registration, which will be issued by the Embassy upon submission of the preceding items | | https://brusselspe.dfa.gov.ph/ > Consular Services > Forms |
| For parent/s who is/are dual citizens through RA 9225 Order of Approval, indicating the name of the child as a minor-beneficiary of the parent's retention or re-acquisition of Philippine citizenship | | |
| For parent/s who was/were still (a) Filipino citizen/s at the time of the child's birth but subsequently became a foreign national Proof of naturalization (e.g., Certificate of Nationality, with sworn translation in English) - from the City Hall - must indicate the exact date and place of naturalization | | |
| For delayed filing of Report of Birth (beyond one (1) year from the date of birth of the child) Affidavit for Delayed Registration* signed by the mother/parents | | https://brusselspe.dfa.gov.ph/ > Consular Services > Forms |
| The Embassy may require additional supporting documents as necessary. | | |



| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|----------------|---|--------------------|
| Applicant personally appears at the Embassy and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €25.00 | 5 minutes | Consular Assistant |
| | Consular Assistant process the application | | 10 minutes | Consular Assistant |
| | Release of documents | | 5 working days from date of application | Consular Assistant |
| SUBTOTAL | | €25.00 | | |
| TOTAL | | €25.00 | | |



10. Civil Registry - Report of Marriage (ROM)

Processing of application for registration of report of marriage.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|---|---|-----------------|--|--------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino Citizens | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Personal Appearance | | | | |
| 4 Accomplished Report of Marriage Forms | | | https://brusselspe.dfa.gov.ph/ > Consular Services > Forms | |
| Marriage Certificate/Contract Applicant may submit either one of the following: <ul style="list-style-type: none"> - Apostilled Extract from Marriage Registration – international version - Apostilled Certified True Copy of Marriage Registration in Dutch or French, with sworn translation in English | | | Commune/ Gemeente (City Hall) and Ministry of Foreign Affairs | |
| Birth Certificate of both parties For Filipino citizens: DFA-apostilled Birth Certificate issued by the PSA For foreign nationals: Extract from Birth Registration - international version, from the Commune/Gemeente (City Hall) | | | https://www.psaserbilis.com.ph/ Commune/ Gemeente (City Hall) and Ministry of Foreign Affairs | |
| 4 Copy of the passports and identity cards of both parties | | | | |
| For Filipino spouse whose previous marriage was annulled DFA-apostilled Marriage Contract issued by the PSA with the annotation of the annulment | | | https://www.psaserbilis.com.ph/ | |
| For widowed Filipino spouse DFA-apostilled Death Certificate issued by the PSA or foreign death certificate (international version) of previous spouse | | | https://www.psaserbilis.com.ph/ | |
| For foreign spouse who was previously married Foreign decree/decision of divorce with sworn translation in English | | | | |
| For widowed foreign spouse Death Certificate (international version) of deceased previous spouse | | | | |
| For delayed filing of Report of Marriage (beyond one year after marriage) Joint Affidavit of Delayed Registration* signed by the couple | | | https://brusselspe.dfa.gov.ph/ > Consular Services > Forms | |
| The Embassy may require additional supporting documents as necessary. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant personally appears at the Embassy and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |



| | | | | |
|---|--|--------|---|--------------------|
| | | | | |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €25.00 | 5 minutes | Consular Assistant |
| | Consular Assistant process the application | | 10 minutes | Consular Assistant |
| | Release of documents | | 5 working days from date of application | Consular Assistant |
| SUBTOTAL | | €25.00 | | |
| TOTAL | | €25.00 | | |



11. Civil Registry - Report of Death (ROD)

Processing of application for registration of report of death.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|---|--|----------------|---|--------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino Citizens | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 4 Accomplished Report of Death Forms | | | https://brusselspe.dfa.gov.ph/ > Consular Services > Forms | |
| Death Certificate Applicant may submit either one of the following: <ul style="list-style-type: none"> - Apostilled Extract from Marriage Registration – international version - Apostilled Certified True Copy of Marriage Registration in Dutch or French, with sworn translation in English | | | Commune/ Gemeente (City Hall) and Ministry of Foreign Affairs | |
| 4 Copy of the passports of the deceased | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant personally appears at the Embassy and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €25.00 | 5 minutes | Consular Assistant |
| | Consular Assistant process the application | | 10 minutes | Consular Assistant |
| | Release of documents | | 5 working days from date of application | Consular Assistant |
| SUBTOTAL | | €25.00 | | |
| TOTAL | | €25.00 | | |



12. Notarials

Processing of documents for notarials.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|---|--|-----------------|---|--------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino Citizens | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Personal Appearance | | | | |
| Documents to be processed (e.g. Special Powers of Attorney, Affidavits, etc.) | | | https://brusselspe.dfa.gov.ph/ > Consular Services > Forms | |
| Necessary attachments (e.g. copy of the data-page of the passport, valid IDs, etc.) | | | | |
| The Embassy may require additional supporting documents as necessary. | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant personally appears at the Embassy and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €25.00 | 5 minutes | Consular Assistant |
| | Consular Assistant process the application | | 10 minutes | Consular Assistant |
| | Release of documents | | 3 working days from date of application | Consular Assistant |
| SUBTOTAL | | €25.00 | | |
| TOTAL | | €25.00 | | |



13. Dual Citizenship (RA 9225)

Processing of application for dual citizenship.

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | |
|--|--|------------------------|
| Classification: | Highly Technical | |
| Type of Transaction: | G2C - Government to Client | |
| Who may avail: | Former Filipino Citizens | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| Personal Appearance | | |
| One (1) original and one (1) photocopy of the duly accomplished application form | https://brusselspe.dfa.gov.ph/ > Consular Services > Forms | |
| Three (3) colored passport-size photos of the of the applicant on white or royal blue background taken within the last six (6) months | | |
| Proof of natural citizenship (originals must be presented) -For applicants born in the Philippines: Two (2) photocopies of Birth Certificate (BC) issued by the Philippine Statistics Office (PSA); -For applicants born abroad: Two (2) photocopies of Report of Birth (ROB) issued by the Philippine Embassy or Consulate General having jurisdiction over the place where the applicant was born; or -If BC or ROB is not available, other documentary proof of the applicant being a former natural-born Filipino citizen (baptismal certificate AND marriage certificate of applicant's parents); | https://www.psaserbilis.com.ph/ | |
| Proof of naturalizations Two (2) photocopies of Certificate of Nationality or other proof of naturalization that indicates the date and place of naturalization, with sworn English translation, apostille by the legalization department of the Ministry of Foreign Affairs of the issuing country, originals must be presented; | Commune / Gemeente (City Hall) and Ministry of Foreign Affairs | |
| Two (2) photocopies of foreign passport (data page) or residence / identity card | | |
| Two (2) photocopies of old Philippine passport, if still intact | | |
| For applicants with dependent minor children (below 18 years old): Two (2) colored passport-size photos taken within the last six (6) months; Two (2) photocopies each of the international version of BC apostilled by the Ministry of Foreign Affairs, originals must be presented; Two (2) photocopies of passport data page or residence/identity card | https://www.psaserbilis.com.ph/ Commune/ Gemeente (City Hall) and Ministry of Foreign Affairs | |
| For married women applicants Two (2) photocopies of PSA-issued Marriage Contract or English version of the Marriage Certificate if issued in another country and apostilled by the Ministry of Foreign Affairs or Embassy of the country of origin, originals must be presented. | https://www.psaserbilis.com.ph/ Commune/ Gemeente (City Hall) and Ministry of Foreign Affairs | |



| The Embassy may require additional supporting documents as necessary. | | | | |
|--|--|---------------------------------|-----------------|----------------------|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant personally appears at the Embassy and submits requirements | Consular Assistant verifies Applicant's application and documents | | 5 minutes | Consular Assistant |
| Applicant pays the consular fee in Euros. | Consular Assistant receives the cash or card payment from the Applicant and issues an official receipt | €50.00 €25.00 per derivative | 5 minutes | Consular Assistant |
| | Consular Assistant will schedule the applicant for oathtaking and will be informed through email/call. | | | Consular Assistant |
| Applicant returns to the Embassy for the oathtaking ceremony | | | | |
| Applicant signs the documents upon arrival in the Embassy (Oath of Allegiance, Certification, Identification Certificate); | | | 5 minutes | Consular Assistant |
| | Oathtaking to be conducted by the Consul / Vice Consul | | 30 minutes | Consul / Vice Consul |
| SUBTOTAL | | €50.00 €25.00 per derivative | | |
| TOTAL | | €50.00 €25.00 per derivative | | |



14. NBI Clearance Application

Processing of NBI Clearance application for fingerprint capturing

| | | | | |
|--|---|----------------------------|---|---------------------------|
| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Accomplished NBI application form | | Embassy - Consular Section | | |
| One (1) photocopy of passport data page | | | | |
| One (1) piece 2x2 photo with white background taken in the last six (6) months | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| Applicant to personally appear in the Embassy | Consular Assistant to provide the NBI application form | | | Consular Assistant |
| Applicant to accomplish the NBI application form without any erasures | Consular Assistant to ensure that the information provided in the form is complete, and assist in the capturing of applicant's fingerprints | | 10 minutes | Consular Assistant |
| Applicant to pay the service fee | Issuance of Official Receipt | €25.00 | | Consular Assistant |
| | Release of Documents | | 3 working days from date of application | Consular Assistant |
| SUBTOTAL | | €25.00 | | |
| TOTAL | | €25.00 | | |



15. Assistance to Nationals Application –

Processing of application for Assistance to Nationals (ATN) Services

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|--|--|----------------------------|---------------------------------|---|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Accomplished ATN form | | Embassy - Consular Section | | |
| Photocopy of passport data page or any valid ID | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client requests ATN services from the reception upon arriving | 1. Client is directed to wait at the Consular Section 2. A Consular Assistant will call the ATN Officer to inform him/her of an ATN client. 3. The ATN Officer requests the client to fill out the ATN Form. | None | 10-15 mins | ATN Officer or Supervising Consul / Vice Consul |
| 2. Client fills up an ATN Form | 4. The ATN Officer interviews the client and determines appropriate action on request | | It depends on the case involved | ATN Officer or Supervising Consul / Vice Consul |
| | 5. Initial report to the Home Office of action taken. | | As soon as possible | ATN Officer or Supervising Consul / Vice Consul |
| | 6. Update Home Office of any developments on case, if necessary | | As needed | ATN Officer or Supervising Consul / Vice Consul |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



16. Assistance to Nationals Application –

Processing of application for Request for Family Support

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|---|---|----------------------------|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Accomplished ATN form | | Embassy - Consular Section | | |
| Photocopy of passport data page or any valid ID | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Locate and contact the subject individual, based on the address and contact details provided by the complainant-beneficiary, to relay the request of the latter. | | | |
| | 2. Relay complaint and response, if any, to Home Office | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



17. Assistance to Nationals Application –
Processing of application for Serving of Summons

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|----------------------------------|--|------------------------|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| N/A | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Locate respondent based on the court order and serve summons to subject individual by the most efficient means, preferable by registered mail | | | |
| | 2. Inform Home Office of the service or non-service of summons through an Affidavit to be executed by a Consular Assistant | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



18. Assistance to Nationals Application –
Processing of application for Victim of Passport Theft

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|--|--|-------------------------|-------------------------|----------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Requirements for travel document or passport | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCES SING TIME | PERSON RESPONSIB LE |
| | 1. Assist victim in the issuance of an emergency travel document or passport , as required | | | |
| | 2. Report the loss to DFA-OCA; include police report and affidavit of loss | | | |
| | 3. Requirement of police report may be waived, with DFA-OCA's approval, if victim is undocumented | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



19. Assistance to Nationals Application –
Processing of application for Domestic Violence

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|----------------------------------|---|------------------------|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Inform authorities about the incident | | | |
| | 2. Find temporary shelter for the victim, if necessary | | | |
| | 3. Look for a legal representative for the filing of charges against the spouse/partner | | | |
| | 4. Recommend to Home Office blacklisting of the concerned foreign national | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



20. Assistance to Nationals Application –
Processing of application for Detention / Arrest

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|----------------------------------|---|------------------------|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Request details of the case from, and interview, authorities | | | |
| | 2. Ensure that the Filipinos is assigned a legal representative for the whole duration of the investigation and trial | | | |
| | 3. Conduct jail visit or contact regularly the detainee to check on welfare | | | |
| | 4. Arrange repatriation after release, if needed | | | |
| | 5. Inform Home Office of flight details so that next of kin can be informed accordingly | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



21. Assistance to Nationals Application –
Processing of application for Deportation

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|----------------------------------|--|------------------------|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| N/A | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Contact immigration authorities for details surrounding the case | | | |
| | 2. Check on welfare of individual | | | |
| | 3. Arrange schedule for issuance of travel document, if needed | | | |
| | 4. Request flight details from immigration authorities | | | |
| | 5. Inform Home Office of flight details so that the next of kin can be informed accordingly, if deportee wants them informed | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



22. Assistance to Nationals Application –

Processing of application for Missing Persons / Whereabouts

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|----------------------------------|--|------------------------|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| N/A | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Obtain last known address or contact details | | | |
| | 2. Coordinate with Filipino Community in locating whereabouts | | | |
| | 3. Coordinate with authorities and provide available information | | | |
| | 4. Report developments to Home Office | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



23. Assistance to Nationals Application –

Processing of application for Repatriation of Human Remains / Cremains of Deceased OFs

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|----------------------------------|--|------------------------|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| N/A | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Coordinate with employer and employment agency on arrangements for repatriation | | | |
| | 2. Coordinate with MWO-Berlin for possible assistance for both documented and undocumented OFWs | | | |
| | 3. Coordinate with the DFA's Office of the Undersecretary for Migrant Affairs (OUMA) | | | |
| | 4. Process mortuary certificate and Report of Death as soon as authorized representative has completed requirements, following the process for Report of Death | | | |
| | 5. Coordinate with Home Office to duly inform next of kin of repatriation/flight details | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



24. Assistance to Nationals Application –

Processing of application for Undocumented Filipinos Returning to the Philippines

| Office or Division: | Philippine Embassy in Brussels, Belgium – Consular Section | | | |
|----------------------------------|--|------------------------|------------------------|---------------------------|
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2C - Government to Client | | | |
| Who may avail: | Filipino citizens | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| N/A | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| | 1. Interview OF to determine circumstances of case and explain benefits of the International Organization for Migration (IOM) return program | | | |
| | 2. Arrange meeting with IOM | | | |
| | 3. Accompany OF to IOM, if needed | | | |
| | 4. Coordinate with IOM on departure date | | | |
| SUBTOTAL | | | | |
| TOTAL | | None | | |



FEEDBACK AND COMPLAINTS MECHANISM

| | |
|-------------------------------------|--|
| <p>How do I send feedback?</p> | <p>The Department of Foreign Affairs has adopted the Harmonized Client Satisfaction Measurement¹ which is a standardized framework in measuring client satisfaction across all levels of the government.</p> <p>To provide feedback, the applicant/stakeholder may fill out the digital Service Quality Feedback Form (SQFF) by scanning the QR Code posted in conspicuous spaces around the office or by visiting the corresponding link of form where the service was availed:</p> <ul style="list-style-type: none">• Home Office: bit.ly/SQFFHO• NCR Consular Office: bit.ly/SQFFNCR• Luzon Consular Office: bit.ly/LuzonCO• Visayas Consular Office: bit.ly/VisayasCO• Mindanao Consular Office: bit.ly/MindanaoCO• Philippine Embassy, Consulates General, or Mission: bit.ly/SQFFSP <p>A valid feedback must at least contain the following information:</p> <ul style="list-style-type: none">• Date of Transaction or Request• Office Visited• Service/s Availed• Service Quality Dimensions Rating <p>Note: Some DFA Units have paper-based version of the SQFF and drop box available at counters.</p> |
| <p>How are feedbacks processed?</p> | <p>Each organizational unit is required to monitor the database assigned to them for any unfavorable negative feedback and take appropriate actions to address them. Actions on pertinent feedback are reflected in the database of each organizational unit.</p> <p>The DFA's QMS Unit also uses the data from the master database to report on customer satisfaction and feedback during the regular Management Review. The DFA-CART, on</p> |

¹ [Anti-Red Tape Act Memorandum Circular No. 2022-05](#)



| | |
|--|--|
| | the other hand, will be in charge of submitting a Service Quality Feedback Report (SQFR) to relevant external regulatory bodies. A copy of the report will be uploaded in the DFA Official Website . |
| How do I file a complaint? | <p>Clients may file a complaint by:</p> <ul style="list-style-type: none"> • Filling out a complaint form, seal in an envelope addressed to the Consul General, and leaving it with the receptionist; • Call the Embassy hotline at +32 2 340 3377; • Send an email to the Embassy email address: brussels.pe@dfa.gov.ph; or • Mail a letter addressed to the Deputy Chief of Mission and Consul General, Avenue Molière 297, 1050 Brussels, Belgium |
| How are complaints processed? | <ol style="list-style-type: none"> 1. The Ambassador or Deputy Chief of Mission / Consul General receive a copy of the complaint; 2. The Ambassador or Deputy Chief of Mission / Consul General route the complaint for action by the concerned section; 3. The concerned section acts on the complaint, including by contacting the person involved; and 4. The concerned section provides updates to the Deputy Chief of Mission / Consul General. |
| Contact Information of Anti-Red Tape Authority (ARTA), Presidential Complaints Center (PCC), and CSC Contact Center ng Bayan (CCB) | <p>ARTA 8478 5091 8478 5099 complaints@arta.gov.ph</p> <p>PCC 8888</p> <p>CCB 0908 881 6565 (SMS)</p> |

| Office / Foreign Service Post | Address | Contact Information |
|---|-------------------------------------|---|
| Embassy of the Philippines in Brussels, Belgium and Mission | Avenue Molière 297 1050 Brussels | brussels.pe@dfa.gov.ph +32 2 340 33 77 |



| Office / Foreign Service Post | Address | Contact Information |
|-------------------------------|---------|---------------------|
| to the European Union | | |