

**COVER LETTER**  
**APPLICATION FOR CIVIL REGISTRY SERVICES**

I, \_\_\_\_\_, with present address at

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hereby submit the attached application for:

- My Report of Marriage with \_\_\_\_\_
- Report of Birth of:
  - Myself
  - My child, \_\_\_\_\_
- Report of Death of \_\_\_\_\_
- Consular Mortuary Certificate to transport the remains of \_\_\_\_\_ to the Philippines

In support of my application, I have enclosed all documents as required in the checklist of documents as found in the official website of the Philippine Consulate General in Houston, [www.houstonpcg.dfa.gov.ph](http://www.houstonpcg.dfa.gov.ph).

I may be contacted through the following means for any queries regarding my application:

- Email: \_\_\_\_\_
- Cellphone number: \_\_\_\_\_
- Home phone number: \_\_\_\_\_

**Signature over Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_