



PUBLIC ADVISORY NO. 9

RESUMPTION OF ONSITE CONSULAR SERVICES

The Philippine Consulate General in Houston announces the resumption of onsite processing of passport renewal / new application effective **08 SEPTEMBER 2020**, Tuesday, from 9:00 AM to 1:00 PM, strictly by **APPOINTMENT ONLY**, while other consular services will continue to be processed by **MAIL ONLY**.

STRICTLY BY APPOINTMENT	STRICTLY BY MAIL	MODIFIED PROCESS
Passport renewal / New passport application	Passport Extension	Re-acquisition & Retention of Philippine Citizenship (Dual Citizenship): - Virtual oath-taking and - Onsite signing and claiming of documents
	Travel Document	
	Report of Birth	
	Report of Marriage	
	Report of Death	
	Consular Mortuary Certificate	
	Visa	
Releasing of passports and consular documents		

For LEGALIZATION / ACKNOWLEDGMENT / NOTARIAL services, clients may execute their documents before their local notaries public, and subsequently secure the **Certificates of APOSTILLE** issued by the Secretary of State of their residence (Department of State of Arkansas, Louisiana, Mississippi, New Mexico, Oklahoma and Texas).

Documents apostillized by the Department of State are recognized in the Philippines and there is **NO need** to bring the document to the Consulate. More information on this may be accessed through the following webpage:

<https://houstonpcg.dfa.gov.ph/index.php/consular-services/legal-and-notarial-services>

To safeguard the health and well-being of everyone and to limit the community spread of COVID-19, the following measures will be strictly implemented:

1. **NO APPOINTMENT , NO SERVICE** – The Consulate General will not entertain walk-ins. The indoor waiting area will remain closed.
2. **NO MASK / FACE COVERING, NO ENTRY**
3. **COME ALONE** – Only the **APPLICANT** with confirmed appointment will be allowed inside the consular area at their appointed time. Non-essential companions will be asked to wait outside; one (1) companion is allowed for minors or persons requiring assistance.
4. **BRING YOUR OWN PEN**
5. Payment of services should be by **MONEY ORDER** or **CASH** in exact change.



LIST OF AVAILABLE CONSULAR SERVICES

PASSPORT renewal and new application (10 years validity)	Online appointment for onsite processing is available through QLess app or by clicking the link on this page: https://houstonpcg.dfa.gov.ph/
EXTENSION of PASSPORT validity (One (1) year)	For those who wish to avail of extension of passport validity, applicants do not need to go to the Consulate General in Houston to submit the application as this service is offered by MAIL ONLY . Applicants are advised to send a request for passport extension at this email address and you will receive a notification with application form and procedures: pcghouston.passport.legal@gmail.com
TRAVEL DOCUMENT	Application for travel document is by MAIL ONLY with the form and requirements available at this link: https://houstonpcg.dfa.gov.ph/index.php/consular-services/travel-document
CIVIL REGISTRATION	Report of Birth, Marriage, Death applications with complete requirements shall be sent by MAIL ONLY . Please refer to the following links for the form and procedures: Report of Birth: https://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-birth Report of Marriage: https://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-marriage Report of Death: https://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-death Consular Mortuary Certificate: https://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-death



VISA	<p>Visa applications shall be sent by MAIL ONLY with scanned copies emailed to pcghouston.visa@gmail.com for pre-processing.</p> <p>Please be guided by <i>Public Advisory No. 8</i> on the exemption of foreign spouses, children and parents of Filipino nationals from the temporary suspension of visa issuance: https://houstonpcg.dfa.gov.ph/index.php/10-advisories/141-public-advisory-no-8-on-covid-19-exemption-of-foreign-spouses-children-and-parents-of-filipino-nationals-from-the-temporary-suspension-of-visa-issuance</p> <p>Follow this link for application form and procedures: https://houstonpcg.dfa.gov.ph/index.php/consular-services/visa-services</p>
RE-ACQUISITION & RETENTION OF PHILIPPINE CITIZENSHIP (Dual Citizenship)	<p>Submission of applications for dual citizenship shall be by MAIL ONLY, with scanned copies emailed to pcghouston.citizenship@gmail.com for pre-processing.</p> <p>If all the documents are in order, applicants shall be notified by email of the approval of the application and the schedule of the virtual oath-taking.</p> <p>Onsite signing and claiming of dual citizenship documents will be scheduled accordingly.</p> <p>Please follow this link for the procedures: https://houstonpcg.dfa.gov.ph/index.php/consular-services/dual-citizenship</p>
Releasing of processed documents / passports	<p>Release of the following documents will be by MAIL ONLY:</p> <ul style="list-style-type: none">- Passport and passport extension- Travel Document- Visa stamped on foreign passport- Report of Birth- Report of Marriage- Report of Death- Consular Mortuary Certificate



Please enclose with your application an empty self-addressed envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, using a pre-paid mailing envelope to be sent to:

**9990 Richmond Avenue, Suite 100N
Houston, TX 77042**

The Consulate General recommends **USPS Priority Express envelopes** for large size documents. Please do not send white letter envelopes, as your return documents will not fit and do not use FEDEX.

The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should take note of the tracking numbers of all envelopes used and submitted which may be tracked at the USPS website.

Due to a large volume of telephone calls received by the Consulate General resulting in long queue of callers, the public is encouraged to send queries to the following email addresses specific to their concerns:

Consular Service	Email Address
1. Passport / Travel Document	pcghouston.passport.legal@gmail.com
2. Notarials / Legalization	pcghouston.passport.legal@gmail.com
3. Civil Registry (Reports of Birth, Marriage, Death) and Consular Mortuary Certificate	pcghouston.registry@gmail.com
4. Dual Citizenship	pcghouston.citizenship@gmail.com
5. Visa	pcghouston.visa@gmail.com
6. Assistance to Nationals	pcghouston.atn@gmail.com
7. Other concerns	pcghouston.consular@gmail.com

We appeal for your patience and understanding during this difficult time. Your health and safety is our primary concern.