



PUBLIC ADVISORY

METHODS OF AVAILING CONSULAR SERVICES IN THE PHILIPPINE CONSULATE GENERAL IN HOUSTON

The Philippine Consulate General in Houston (Houston PCG) wishes to inform the public of the following guidelines in order to clarify the means of which the public may avail of consular services in the Consulate General:

ACKNOWLEDGMENT OF PRIVATE DOCUMENTS FOR USE IN THE PHILIPPINES

Applicants wishing to have their private documents, such as special power of attorney (SPA), affidavits, private contracts, or business-related documents, acknowledged by the Consulate General for use in the Philippines must submit their documents by **personally appearing at the Philippine Consulate General in Houston on a walk-in basis, without need of any prior appointment.**

Processed documents can be mailed back to the applicant after three (3) working days upon acceptance, provided that the applicant submits a **self-addressed stamped envelope** with prepaid postage and tracking number such as the USPS Priority Mail/Express Mail. This will enable the document owner to track document when mailed.

CIVIL REGISTRY SERVICES

Submission of requirements for civil registry services (i.e. report of marriage, report of birth, and report of death) may be done either done by **mailing** the application together with other requirements to the Philippine Consulate General in Houston at **9990 Richmond Ave. Suite 100N Houston, TX 77042** or by **submitting the requirements personally at the Philippine Consulate General in Houston on a walk-in basis, without need of any prior appointment.**

Processed documents can be released by **the following means:**

1. **By picking up the document at the Consulate General between 9:00am to 3:00pm** after three (3) working days after submission of the requirement and payment of fees. In case the document owner will not be available to receive it personally, a representative must show the claim stub/Official receipt, an authorization letter with the document owner's signature, and valid IDs of both the document owner and the representative. **No prior appointment is necessary.**
2. **By Mail:** Processed documents can be mailed back to the applicant after three (3) working days upon acceptance, provided that the applicant submits a **self-addressed stamped envelope** with prepaid postage and tracking number such



as the USPS Priority Mail/Express Mail. This will enable the document owner to track document when mailed.

DUAL CITIZENSHIP SERVICES

Applications for dual citizenship may be done by mailing the application together with other requirements to the Philippine Consulate General in Houston at **9990 Richmond Ave. Suite 100N Houston, TX 77042**. If all of the documentary requirements are in order, applicants shall be notified by e-mail of the approval of the application and the schedule of the virtual oath-taking.

The application may also be **delivered personally by the applicant** to the Philippine Consulate General on a **walk-in basis without need of prior appointment**. The applicant shall, thereafter, be notified by e-mail of the schedule of the virtual oath-taking.

Personal on-site appearance before the Consulate General is required for the signing and claiming of dual citizenship documents and will be scheduled accordingly.

The originals of all supporting documents should be presented on-site as a precondition to the claiming and signing of dual citizenship documents.

Applicants are also advised to bring cash for the payment of fees.

PASSPORT SERVICES

Passport services can be availed of in the Consulate General only by obtaining an appointment through the Department of Foreign Affairs' Global Online Appointment System, which is accessible through www.passport.gov.ph.

TRAVEL DOCUMENT

Travel documents may be availed of through the following means:

1. **Through mail** by sending all requirements together with a self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service.
2. **In person on a walk-in basis, without need of any prior appointment.**

VISAS

All applications for 9(a) visas must be lodged online by visiting the website www.visa.gov.ph. After lodging the application online, the non-immigrant application form generated from www.visa.gov.ph must be mailed together with all other requirements to **The Philippine Consulate General in Houston 9990 Richmond Avenue, Suite 100N Houston, TX 77042**, or by **submitting the requirements**



personally at the Philippine Consulate General in Houston on a walk-in basis, without need of any prior appointment.

Applicants may receive their passport affixed with the appropriate visa after a processing time of ten (10) working days. **Applicants are advised to schedule their flight at least two (2) weeks after submitting their visa application.**

MORE INFORMATION

More information on the above-mentioned services, including the requirements can be found on the official website of the Philippine Consulate General in Houston (<https://houstonpcg.dfa.gov.ph/>) on the following web pages:

1. Acknowledgment of private documents for use in the Philippines - <https://houstonpcg.dfa.gov.ph/index.php/consular-services/legal-and-notarial-services>
2. Civil Registry Services
 - a. Report of Birth - <https://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-birth>
 - b. Report of Marriage - <https://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-marriage>
 - c. Report of Death - <https://houstonpcg.dfa.gov.ph/index.php/consular-services/civil-registry/report-of-death>
3. Dual Citizenship Services - <https://houstonpcg.dfa.gov.ph/index.php/consular-services/dual-citizenship>
4. Passport Services – <https://houstonpcg.dfa.gov.ph/index.php/consular-services/passport-services>
5. Travel Document – <https://houstonpcg.dfa.gov.ph/index.php/consular-services/travel-document>
6. Visas - <https://houstonpcg.dfa.gov.ph/index.php/consular-services/visa-services>

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