



**EMBASSY OF THE PHILIPPINES**  
**Consular Section**  
**Paris**

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**SERVICE REQUEST FORM**

**NOTE: RELEASE / TURNAROUND TIME FOR ALL SERVICES IS 5 WORKING DAYS FROM THE DATE OF APPLICATION. REQUESTS FOR EARLY RELEASE ARE NOT ENTERTAINED EXCEPT FOR MERITORIOUS REASONS.**

**DATE OF RELEASE**

<b>NAME</b>			
<b>ADDRESS</b>			
<b>TELEPHONE NUMBER/S</b>			
<b>PASSPORT NUMBER</b>			
<b>DATE ISSUED</b>		<b>PLACE ISSUED</b>	
<b>SIGNATURE OF APPLICANT</b>		<b>NUMBER OF DOCUMENTS</b>	
<b>DATE OF APPLICATION</b>		<b>PROCESSOR</b>	

**PLEASE CHECK SERVICE REQUESTED (For applications by MAIL, please send an empty PREPAID and SELF-ADDRESSED envelope as well):**

**TRANSLATION**

- Requirements: 1. Original document authenticated by DFA Manila with red ribbon or UNISYS receipt if obtained online  
2. Two photocopies of the document to be translated  
3. Payment of €25 per document (Forms of payment accepted: cash, Mandat Cash, Company check only)  
**NOTE :** To avoid duplication, applicant must verify if the *Mairie* or the *Préfecture* will accept the translation made by the Embassy. If it is not acceptable, applicant must ask the *Mairie* for its list of accredited translators.

**REPORT OF** (Please check)  **BIRTH**     **MARRIAGE**     **DEATH**     **With delayed registration**

**LEGALIZATION**

- Requirements: 1. Original and one photocopy of the document for legalization. Please check LEGALIZATION PROCEDURES for more information on the procedure required, depending on your document.  
2. Payment of €25 per document (Forms of payment accepted: cash, Mandat Cash, Company check only)

**NOTARIAL**

- Requirements: 1. Personal appearance of the person executing the document  
2. Signature of two disinterested witnesses of legal age  
3. Original document (example: SPA, Affidavit, etc) to be notarized with one photocopy  
4. Two photocopies of the data page and back page of the passport of the person executing the document  
5. Payment of €25 per document (Form of payment accepted: cash, Mandat Cash, Company check only)

**CERTIFICATION or ATTESTATION**

- Requirements: (Depending on the type of certification requested)  
• Original and two photocopies of the data page and back page of the passport  
• Original and two photocopies of Embassy ID card (blue card or white card)  
• Original and two photocopies of the Acte de Naissance Copie Integrale  
• Original and two photocopies of Authenticated Birth Certificate with red ribbon  
• Other documents as may be required by the processing officer  
• Payment of €25 per Certification (Forms of payment accepted: cash, Mandat Cash, Company check only)

**COUTUME FOR** (Please check)  **MARRIAGE**     **PACS**

- Requirements: 1. Two photocopies of the data page and back page of the passport of the Philippine citizen  
2. Two photocopies of the passport or ID card of the foreign citizen  
3. One passport size photo of each party  
4. Payment of €25 per Certificat de Coutume (Forms of payment accepted: cash, Mandat Cash, Company check only)

**CERTIFICATE OF RESIDENCY**

- Requirements: 1. Name of Employer: \_\_\_\_\_  
2. Complete Address of Employer: \_\_\_\_\_  
3. Three photocopies of the data page and back page of the passport  
4. Three photocopies of the front and back sides of the Carte de Séjour or Carte de Residence  
5. If travelling with a minor child:  
▪ Three photocopies of the data page and back page of the passport of the child  
▪ Three photocopies of the front and back sides of the Carte de Séjour or Carte de Residence  
▪ Three photocopies of the child's Acte de Naissance Copie Integrale

SERVICE NO.: _____ O. R. NO.: _____ FEE PAID: € _____ DATE PAID: _____	DOCUMENT RECEIVED BY: _____ Printed Name over Signature
	DATE DOCUMENT RECEIVED _____