

REPORT OF BIRTH

A Report of Birth must be filed **within thirty (30) days** from the date of the birth of the child. Births registered after the 30-day period shall require the submission of an **Affidavit of Delayed Registration of Birth**, duly notarized by a German notary public and authenticated by the Landgericht and the Honorary Consulate General, stating therein, among others, the ground/s for the delayed registration (Source: Foreign Service Circular No. 10-08, 06 January 2008). An **Affidavit of Two Disinterested Persons**, attesting to a personal knowledge of the facts of birth and the circumstances thereof, must also bear the same authentication requirements as the Affidavit of Delayed Registration.

IMPORTANT REMINDERS:

1. All documents in German must be accompanied by an official English translation. Submission of an international version of German civil registry documents with built-in English translation is advised.
2. Original documents coming from the Philippines should be printed on NSO security paper AND authenticated (with red ribbon) by the DFA in Manila.
3. When a Report of Birth is submitted by mail, the Report should be notarized by a German notary public and authenticated by the Landgericht before being submitted to the Honorary Consulate General
4. **The Honorary Consulate General reserves the right to require the submission of additional supporting documents whenever necessary.**

GENERAL REQUIREMENTS

1. Four (4) Report of Birth forms (furnished by the Consulate), completely, legibly and neatly accomplished in block letters or typewritten, with the answers filled in IN ENGLISH.

The forms must be personally signed by the parent/s, attending physician or nurse at the Honorary Consulate General (please call for an appointment).

If documents are to be submitted by mail, the forms must be signed by the authorized signatory before 2 witnesses, who shall attest to the same before a German notary public. Thereafter, the Report must be authenticated by the Landgericht before submission to the Honorary Consulate General (please see No. 3 of Important Reminders.)

NOTE: The attestation of the 2 witnesses to the signing is separate and distinct from the Joint Affidavit of Two Disinterested Persons which must also be duly notarized by a German notary and authenticated by the Landgericht.

2. Child's International Birth Certificate (*Internationale Geburtsurkunde*) – 2 originals + 2 photocopies.
3. Passport of the Filipino parent/s in original + 4 photocopies of the identification page and last page.
4. For legitimate children: Original Marriage Contract of the parents + 4 photocopies

In addition, if the marriage was solemnized in Germany, please also present the Report of Marriage previously filed with the Philippine Embassy or the Philippine Consulate. If none had been previously filed, please file a Report of Marriage.

Honorary Consulate General of the Philippines
Baden Wuerttemberg, Rhineland Palatinate & Saarland
Handwerkstrasse 15 • 70565 Stuttgart
Tel. No. (0711) 7861-2057 • Telefax (0711) 7861-2077
Holzhofstrasse 3 • 55116 Mainz
Tel. No. (06131) 250-5360 • Telefax (06131) 250-5369

5. For illegitimate children of female Filipino citizens: personal appearance of the mother and presentation of proof of her maiden surname (e.g. original birth certificate issued on NSO security paper by the National Statistics Office (NSO) in Manila and duly authenticated by the DFA in Manila) + 4 photocopies.
6. In case the Report is being filed thirty (30) days after the date of birth of the child:
 - (a) an Affidavit of Delayed Registration of Birth duly signed and executed by the parent/s before a German notary public. Please submit the original notarized affidavit + three (3) photocopies.
 - (b) A Joint Affidavit of Two Disinterested Persons executed by 2 persons having personal knowledge of the fact of the birth, stating therein the circumstances of such knowledge.

7. Fee of:	<u>EURO</u>
a) Report of Birth	25.00
In addition, in case of late registration:	
b) Authentication of Affidavit of Delayed Registration	25.00
c) Authentication of Affidavit of 2 Disinterested Persons	25.00

to be paid in cash by personal appearance at the Consulate, or by bank transfer (*Banküberweisung*) to:

Honorarkonsulat der Philippinen

Stuttgart: Dresdner Bank Stuttgart, BLZ **600 800 00**, Account No. **09 144 547 00**

Mainz: Deutsche Bank Frankfurt/Main, BLZ **500 700 24**, Konto Nr. **323 264 200**

Please deposit the fee to the account of the office to which you will file your application (Stuttgart or Mainz) and submit a copy of the deposit slip with the other documentary requirements for purposes of tracking of payment.

8. If documents are to be returned by registered mail (*Einschreiben, in Germany only*), please include a self-addressed stamped envelope (A4 with at least Euro 3.50 stamps, please no SB-Einschreiben), as well as proof of deposit of payment (*Überweisungsbeleg*), or a copy thereof, whenever applicable.

Please provide a telephone number or email-address in case you need to be contacted regarding your application.

Processing time: at least one (1) week upon receipt of complete requirements. Please be advised that the Consulate can only process applications upon receipt of complete requirements and confirmation of payment of the processing fee through the bank statement (*Kontoauszug*) from the Consulate's bank.

Office Hours: Note: Subject to change without prior notice
Stuttgart: 9:00-12:00 Monday to Friday, and also 13:00-15:00 on Wednesdays
Mainz: 9:30-12:30, Monday-Wednesday-Friday
Except on legal holidays and the last 2 weeks of December
Appointment required before personal appearance in Stuttgart or Mainz
Further schedule advisories may be found in www.philippinen-bw.de