

EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
Moscow, Russian Federation

CITIZEN'S CHARTER

SERVICE	PASSPORT	VISA	AUTHENTICATION/ NOTARIAL/ ACKNOWLEDGMENT	CIVIL REGISTRATION	ATN
<p style="text-align: center;">STEPS*</p> <p>*Application forms are available at the Consular Section</p> <p>*Personal appearance is mandatory and may only be waived by the Consular Officer in certain meritorious cases</p>	<ol style="list-style-type: none"> 1. Come in person to the Consular Section. 2. Fill- out the application form and submit it to the passport officer. 4. Pay the corresponding fee. 5. Undergo biometric capturing of your personal data (photo, fingerprints, and signature). 6. Wait for the advice from the passport officer when you can claim your new passport. 7. Receive your new passport and official receipt of payment (OR). 8. For those renewing passports, present your old passport for cancellation. 	<ol style="list-style-type: none"> 1. Submit the duly accomplished application form to the Visa Officer for initial processing for completeness of data and documents required. 2. Pay the corresponding fee and receive the O.R. 3. Receive your visa on the day and time set by the visa officer. 	<p><u>Employment Contract</u></p> <ol style="list-style-type: none"> 1. Submit the duly accomplished application form for acknowledgment of contract , together with the employment contract and other requirements. 2. Undergo interview by the Consular Officer (both for the employer and the OFW). 3. Pay the corresponding fee. <p><u>Affidavit/SPA/Deed</u></p> <ol style="list-style-type: none"> 1. Submit the duly accomplished application form for notarization of Affidavit/SPA/Deed. 2. Pay corresponding fee. 	<p><u>Report of Birth/Marriage/Death</u></p> <ol style="list-style-type: none"> 1. Submit an accomplished application form for Civil Registration. 2. Pay the corresponding fee. <p><u>Certificate of Legal Capacity to Contract Marriage (CLCCM)/Solemnization of Marriage at the Embassy</u></p> <ol style="list-style-type: none"> 1. Submit an accomplished application form for Civil Registration. 2. Pay the corresponding fee. <p><u>Registration of Filipino Nationals</u></p> <ol style="list-style-type: none"> 1. Submit an accomplished Registration Form. 2. Visit the Embassy after one month for the release of an Embassy ID Card. <p><u>NBI Card</u></p> <ol style="list-style-type: none"> 1. Fill out the NBI Card Form. 2. Request the Consular Personnel to assist in the correct taking of finger prints. 3. Pay the corresponding fee. 4. Receive the NBI Card instantly, together with the Official Receipt of payment. 	<ol style="list-style-type: none"> 1. Fill out the ATN Request Form (available at the Consular Section) 2. Submit the duly accomplished request form to the ATN officer at the Consular Section. 3. Undergo interview by the ATN officer and receive Initial assistance. 4. If the case is not resolved during the day, leave your contact numbers to the ATN officer so you can receive constant updates and assistance until the case is resolved.
<p>Person/s in Charge</p>	<p>Mr. Rommel Briones, Passport Officer Mr. Emmanuel Saluta Finance Officer</p>	<p>Ms. Maria Fe D. Villapando/Ms. Eden R. Laforteza-Salting Visa Officer/Consular Assistant Mr. Emmanuel Saluta Finance Officer</p>		<p>Mr. Emmanuel Arbado ATN Officer</p>	
<p>Processing Time</p>	<p>5-10 minutes per applicant. Passport will be released after four (4) to six (6) weeks</p> <p>For lost/mutilated passport, additional 15 working days is required for clearing period (investigation and approval by the</p>	<p>5 minutes per applicant.</p> <p>For citizens of Russia, Armenia, Belarus and Ukraine, visa will be released after 3 working days.</p> <p>For citizens of Central Asian countries (Kazakhshtan, Kyrgyzstan,</p>	<p>5-10 minutes per applicant.</p> <p>Employment contracts, affidavits, SPAs and deeds will be released in 2-3 working days.</p>	<p>5-10 minutes per applicant.</p> <p>Documents for civil registration (report of birth/marriage/death, CLCCM, solemnization of marriage at the Embassy) will be released in 2 weeks.</p> <p>Filipinos who registered at the Embassy will be</p>	<p>Steps 1 and 2 take 5 minutes. (Service/Assistance is rendered to the requesting party immediately after he/she submits the request form.)</p>

	Department of Foreign Affairs.	Tajikistan, Uzbekistan, Azerbaijan, Turkmenistan), visa will be released after 5 working days. Applicants will be advised as to the date of release of their visas after submission of all required documents and payment of the visa fees.		issued an Embassy ID Card one month after application. The NBI Card is released to the applicant immediately after the taking of his finger prints.	Step 3 requires at least 30 minutes, depending on the circumstances of the case. In Step 4, while the case is being resolved, the ATN officer maintains close coordination with the requesting party for updates and assistance as needed.
Fees* *The complete schedule of fees is available at the Consular Section's Bulletin Board and the Embassy website.	New/Renewal/Mutilated \$60.00 Lost MRP/MRRP \$90.00 Lost E-passport \$150.00 Amendment \$20.00 Travel document \$25.00	Single Entry, valid for 3 months US\$40 Multiple Entry, valid for 6 months US\$80 Multiple Entry, valid for 1 year* (prior approval from Manila is required) \$120 Seaman / Aircrew Members US\$20 Transit single-entry valid for 3 mos US\$40	Per type of document USD25.00	Employment contracts, affidavit, SPA, deed, report of marriage/death/birth, CLCCM/NBI USD25.00 Registration and issuance of Embassy ID Card Gratis	None
Required Documents* *Application forms are available at the Consular Section	1. Original Passport to be renewed 2. Photo copy of data page of passport Additional requirements: For those born in Russia: birth certificate authenticated by the Ministry of Foreign Affairs. For minors below 18 years old: Photocopy of passport (parent/guardian); Personal appearance of either parent (if legitimate) Personal appearance of mother (if illegitimate) For Lost passport: a. Police report duly notarized with English translation b. copy of lost passport c. Affidavit of Loss/mutilation.	1. Duly accomplished visa application form (available at the Consular Section and downloadable from the Embassy website). 2. Original passport valid for at least 6 months after the intended dates of travel to the Philippines, and photocopy of passport data page 3. One recent I.D. picture, size 4.5cm x 3.5 cm) 4. For Seamen: copy of data pages of Seaman's Book 5. Letter of invitation/guarantee from a Philippine national/company regarding the visit/travel to the Philippines 6. Copy of passport of inviting person (in case of personal invitation) 7. Copy of confirmed Airline /Hotel/Tour booking in the Philippines. For applicants from Belarus and Central Asian countries (Azerbaijan, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan), in lieu of personal appearance, special power of attorney in favor of an accredited tour operator (please refer to the list of tour operators).	Employment Contract 1. Application form for Acknowledgment of Contract 2. Employment contract 3. Valid working visa/Invitation for working visa 4. Employer's Information Sheet 5. Employer's Undertaking 6. Employer's valid ID/Passport 7. Employer's certificate of employment or business 8. Employer's police clearance 9. Details of the OFW's worksite 10. Copy of the Filipino's passport 11. Other documentary requirements are indicated in the application form and will be explained by the attending consular personnel Affidavit/SPA/Deed 1. Application form for notarial 2. Original copy of the document to be noted	Report of Birth 1. Application form for registration. 2. Sworn declaration of parents/two disinterested persons 3. Certificate of birth authenticated by MFA 4. Marriage contract of parents 5. Affidavit of admission of paternity (for illegitimate child) 6. Affidavit of delayed registration (if child is at least 1 month old) 7. Other documentary requirements are indicated in the application form and will be explained by the attending consular personnel. Report of Marriage 1. Application form for registration 2. Report of marriage 3. Marriage certificate authenticated by MFA 4. Copies of passports 5. Four pieces of passport-size photos 6. Affidavit of delayed registration (if registration is done 30 days after marriage) CLCCM/Solemnization of Marriage 1. Application form for registration 2. Application for CLCCM 3. Birth certificate authenticated by DFA 4. CENOMAR authenticated by DFA 5. Other documents, as may be required Solemnization of Marriage 1. Submit the documents required in CLCCM 2. The Embassy will post a notice of marriage, issue a marriage license and forward the report of	1. Request form (available at the Consular Section). In case of emergency, request may be sent initially via e-mail/fax/Embassy hotline. 2. Copy of passport. 3. Other documents as the ATN officer may deem necessary.

			<ol style="list-style-type: none"> 3. Copies o the document 4. Original and copies of the passport 5. Other documents, as may be required 	<p>marriage to DFA for registration with NSO</p> <p><u>Report of Death</u></p> <ol style="list-style-type: none"> 1. Application form for registration 2. Passport and copy of the passport of the deceased 3. Report of death 4. Accounting of personal effects of the deceased 5. Certificate of death issued by MFA 6. Mortuary/Funeral certificate of embalming of the corpse 7. Certificate of absence of contagious disease 8. Transit permit issued by health authorities <p><u>Registration of OFWs</u></p> <ol style="list-style-type: none"> 1. Application form for registration 2. Copies of passport, visa and registration 3. Two pieces of recent picture <p><u>NBI Card</u></p> <ol style="list-style-type: none"> 1. One 2x2 full front-facing picture, taken within the last 3 months against a white background 2. At least two valid identification documents and their photocopies (passport, driver’s license, voter’s ID card, alien registration card, PRC license, SSS ID card, GSIS UMID, postal ID, school ID, Philhealth card, insurance card, company ID) 3. Old NBI clearance/NSO-authentic birth certificate 4. Letter of authorization for notarization, if a representative in the Philippines will submit the NBI clearance application to the NBI. A separate notarial fee will be charged. 	
<p>Procedure for Making Feedback</p>	<p>Comments, suggestions and/or feedback on how the Consular Section may serve you better may be sent through:</p> <ol style="list-style-type: none"> 1. Email: moscowpe@mailfrom.ru 2. Fax: +7 (499) 241-2630 3. Suggestion Form/Drop box at the Consular Section <p>To facilitate action and coordination, please indicate your complete name and contact numbers.</p>				