



**Citizen's Charter  
Philippine Consulate General  
Milan, Italy**

**(Updated September 2024)**

## **MISSION**

To promote and protect Philippine interests in the areas under the Consulate's jurisdiction

## **VISION**

We are an organization of competent, dedicated and highly-motivated personnel. We deliver consular services with the highest standards of professionalism and commitment. We are partners of Filipinos overseas in the promotion and protection of their rights and well-being, and in the pursuit of national interest and economic advancement.

## **SERVICES**

The Consulate provides consular services (issuance of passports and visas, civil registration, notarial services and other legal services) and assistance to nationals in distress, undertakes economic diplomacy, promotes of Philippine culture heritage, and undertakes activities that foster closer relations with the host country and engages the Filipino community in Northern Italy.

## **JURISDICTION**

The northern Italian regions of *Lombardia, Emilia-Romagna, Veneto, Piemonte, Liguria, Trentino-Alto Adige, Friuli Venezia-Giulia*, and *Vale d'Aosta*

## **FEEDBACK MECHANISM AND PROCEDURE FOR FILING COMPLAINTS**

The Consulate welcomes feedback, suggestions, comments or complaints from stakeholders in relation to our service delivery. These may be given through the Consulate General's feedback form or by sending a postal mail or e-mail to [milan.pcg@dfa.gov.ph](mailto:milan.pcg@dfa.gov.ph). The Consulate General may also be reached through telephone number 02.6682.5232.

## **LIST OF SERVICES**

### **I. Passport/travel document services**

- A. Passport issuance/renewal – ADULTS
- B. Passport issuance/renewal – MINORS (below 18 years old)
- C. Replacement of damaged/mutilated passports
- D. Replacement of lost passports
- E. Passport extension
- F. Travel document issuance

### **II. Notary services**

- A. Acknowledgment of documents – Special Powers of Attorney (SPAs) and other documents
- B. Jurat – Affidavits and other documents

### **III. Fingerprinting and stamping of NBI application**

### **IV. Civil registration services**

- A. Report of birth
  - 1. Married parents
  - 2. Not married parents
- B. Marriage solemnization at the Consulate
- C. Certificate of Legal Capacity to Contract Marriage (*“Nulla osta per matrimonio”*)
- D. Report of marriage
- E. Report of death
- F. Consular mortuary certificate
- G. Petition for correction of entry

**V. Authentication**

**VI. Certifications**

A. *Data anagrafici*

B. *Certificato Consolare* for pension or *invalidita* claims

C. *Certificato Consolare* for tax deductions (*Dichiarazione dei Redditi*)

**VII. Videoconference hearings at the Consulate**

**VIII. Dual citizenship**

## I. A. Passport issuance/renewal – ADULTS

### **Basic Requirements:**

1. Personal appearance of applicant
2. Application form ([https://milanpcg.dfa.gov.ph/images/Downloads/E-passport\\_Form\\_for\\_Adults\\_Renewal.pdf](https://milanpcg.dfa.gov.ph/images/Downloads/E-passport_Form_for_Adults_Renewal.pdf))
3. Current ePassport of applicant (original plus photocopy of data page)
4. **Valid** *Carta d' Identita* **or** **valid** *Permesso di Soggiorno* (original plus photocopy)

### Fees:

- Renewal €60.00
- Renewal of Lost ePassport fee: €150.00

### **Supporting Documents for Adult Renewal of ePassport Applications:**

Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions, as specified in the following cases:

*Note: Some cases will require the application to be treated as a New Application rather than a renewal.*

#### **In case of a Lost VALID ePassport**

- Police Report in English;
- Notarized Affidavit of Loss in English

*Note: If a photocopy of the applicant's latest issued passport is not available, on top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.*

#### **In case of a Lost EXPIRED ePassport**

- Police Report in English;
- Notarized Affidavit of Loss in English; and

*Note: If a photocopy of the applicant's latest issued passport is not available, on top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.*

#### **In case of renewal of a frequently Lost Passport**

- Police Report in English;

- Notarized Affidavit of Loss in English; and

*Note: If a photocopy of the applicant's latest issued passport is not available, on top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.*

**For applicants with Unclaimed Passports issued 2010 onwards**

- Applicant may request for a Certificate of Unclaimed Passport either at the office where the unclaimed passport was issued, nearest consular office or at DFA Aseana;
- Notarized Affidavit of Explanation; and
- Applicants with unclaimed passports will be treated as a New Applicant.

**In case passport has been mutilated or damaged**

- Notarized Affidavit of Explanation; and
- Penalty Fee: Php350.00.

Note: On top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.

**For dual citizens who availed of the provisions of Republic Act No. 9225:**

1. Latest-issued Philippine passport;
2. Original and photocopy of Oath of Allegiance, Order of Approval, or Identification Certificate issued by a Philippine FSP; or Certificate of Retention/Re-acquisition of Philippine Citizenship or any equivalent document issued by BI; and
3. Valid government-issued ID or their secondary citizenship/residence counterparts.

**Additional requirements if applicant does not have a valid *carta d' identita* or *permesso di soggiorno*:**

1. Birth certificate (original plus photocopy) issued by the Philippine Statistics Authority (PSA)
2. *Sinumpaang salaysay* to be accomplished at the Consulate explaining why the applicant remains undocumented in Italy
3. Additional fee of €25 for notarization of the *Sinumpaang salaysay*

**If a married woman applicant wishes to revert to her maiden name based on the following:**

- **By virtue of death of the spouse:**
  1. PSA-issued Certificate of Death or Report of Death (ROD) of spouse or apostillized or authenticated Foreign Death Certificate of foreign spouse with English translation, if applicable;
  2. PSA-issued Certificate of Live Birth or Report of Birth; and
  3. Latest issued Philippine passport (if available).
- **By virtue of an annulment, declaration of nullity of marriage, judicially-recognized foreign divorce, and judicially-recognized**

**divorce under Presidential Decree No.1083 (Code of Muslim Personal Laws of the Philippines):**

1. PSA-issued Certificate of Marriage or Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriage
2. PSA-issued Certificate of Live Birth or Report of Birth; and
3. Latest issued Philippine passport (if available).

• **For other reasons of reversion:**

1. PSA-issued Certificate of Live Birth or Report of Birth;
2. Notarized Affidavit of Explanation that includes request for the reversion of maiden name in the Philippine passport or travel document and stating she has not hitherto availed of the reversion;
3. Latest-issued Philippine passport or travel document; and
4. Any existing government-issued valid ID accepted for passport application reflecting the maiden name.

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Client secures appointment through e-mail ( <a href="mailto:milanpcg03@gmail.com">milanpcg03@gmail.com</a> )	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff checks if requirements are complete and in order	10 minutes	Information officer
3. Client proceeds to Look out List (LOL) verification counter	Consulate staff checks to see if applicant is the DFA LOL	5 minutes	Processing officer
4. Client proceeds to cashier	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
5. Client proceeds to Passport Encoding room for data and biometrics capturing	Passport encoding staff encodes data and captures biometrics of applicant	10 minutes	Passport encoder
6. Client returns to Consulate to claim passport	Consulate staff cancels old passport and releases new passport	15 minutes	Releasing officer
<b>Totaling processing time : 45 minutes (excluding waiting time for appointment and release of new passport)</b>			

**I. B. Passport issuance/renewal – MINOR applicants (below 18 years old)**

**Requirements for Minor NEW Passport Application:**

1. Personal appearance of minor applicant **and** either parent or authorized adult companion; and
  - a. The accompanying adult companion shall submit supporting documents depending on the case of the minor. The list can be found below.
2. Philippine Statistics Authority (PSA) issued Certificate of Live Birth;
  - a. Local Civil Registrar Copy may be required if PSA Certificate of Live Birth is not clear or cannot be read.
3. Accomplished Application Form ([https://milanpcg.dfa.gov.ph/images/Downloads/E-passport\\_Form\\_for\\_Minor\\_FILLABLES.pdf](https://milanpcg.dfa.gov.ph/images/Downloads/E-passport_Form_for_Minor_FILLABLES.pdf))
4. **Valid** *Carta d' Identita* or **valid** *Permesso di Soggiorno* of minor (original plus photocopy)
5. Fee: €60.00

**Requirements for Minor Passport RENEWAL Application:**

1. Personal Appearance of minor applicant **and** either parent or authorized adult companion;
  - The accompanying adult companion shall submit supporting documents depending on the case of the minor. The list can be found below.
2. Current ePassport **with photocopy of data page**;
3. Accomplished Application Form ([https://milanpcg.dfa.gov.ph/images/Downloads/E-passport\\_Form\\_for\\_Minor\\_FILLABLES.pdf](https://milanpcg.dfa.gov.ph/images/Downloads/E-passport_Form_for_Minor_FILLABLES.pdf))
4. PSA-issued Certificate of Live Birth as proof of filiation; and
5. Valid Identification Cards (at least one) of the minor and *Carta d' Identita* or valid *Permesso di Soggiorno* of the accompanying adult (original plus photocopy)
6. Fee: €60.00

**Supporting Documents for Minor New Applications:**

Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions, as specified in the following cases:

**In case applicant is a newborn (less than 1 year old) and has No PSA Birth Certificate/Report of Birth yet**

- **If born in the Philippines** - The minor applicant may submit a Certified True Copy (CTC) of Local Civil Registrar (LCR) Birth Certificate authenticated by the PSA.
- **If born abroad** - The minor applicant may submit original copy of Report of Birth or first indorsement from Consular Records Division (CRD).

**In case the minor applicant's PSA-issued Certificate of Live Birth was registered one (1) year after the event, the applicant must submit at least one (1) of the following supporting documents:**

- School Records; or
- Baby book or health record or its equivalent document.

**In case of marital minor applicant (with Married Parents as stated in the minor applicant's PSA Certificate of Live Birth)**



- Valid Philippine passport or other competent proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity;
- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and
- If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

**In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA Certificate of Live Birth)**

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and
- Passport or Valid Government issued ID of authorized adult companion ([click here](#) for the List of Acceptable IDs for Passport Application).

**In case applicant is not accompanied by the parent/s during the application process**

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion ([click here](#) for the List of Acceptable IDs for Passport Application); and
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.

**If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:**

- Personal Appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);
- Passport or Valid Government issued ID of biological father and legal guardian ([click here](#) for the List of Acceptable IDs for Passport Application)

**In the absence of father, the following may accompany the minor child in the order indicated:**

- Surviving grandparent (submission of PSA Certificate of Death of Mother;
- Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);
- The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

**If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:**

- Personal Appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate
- Valid Passport or valid government ID\* of adult guardian ([click here](#) for the List of Acceptable IDs for Passport Application)
- Letter of Guardianship issued by Family Court

**In case none of the above can accompany the minor applicant**

1. In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and
2. In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.

**In cases of Minor Applicant who is an Adoptee through Domestic Adoption**

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
3. Passports or other competent proofs of identity of the minor applicant, adoptive parent/s or authorized adult companion; and
4. Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

**In case of Minor Applicant who is an Adoptee through Foreign Adoption**

1. Personal Appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth, Report of Birth;
3. Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
4. Certified True Copy of Court Decree of Adoption.

**In case of a Lost VALID ePassport**

- Police Report in English (It must be filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.);
- Notarized Affidavit of Loss in English (It must be signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.)

*Note: If a photocopy of the applicant's latest issued passport is not available, on top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.*

**In case of Lost EXPIRED ePassport**

- Police Report in English (It must be filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.);
- Notarized Affidavit of Loss in English (It must be signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.);

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Applicant's parent secures appointment through e-mail	Consulate staff confirms appointment date of	Three (3) working days	Appointments officer

( <a href="mailto:milanpcg03@gmail.com">milanpcg03@gmail.com</a> )	applicant		
2. Applicant and mother appear on appointment date and present requirements	Consulate staff checks if requirements are complete and in order	10 minutes	Information officer
3. Applicant and mother proceed to Look out List (LOL) verification counter	Consulate staff checks to see if applicant is the DFA LOL	5 minutes	Processing officer
4. Applicant and mother proceed to cashier	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
5. Applicant and mother proceed to Passport Encoding room for data and biometrics capturing	Passport encoding staff encodes data and captures biometrics of applicant	10 minutes	Passport encoder
6. Parent returns to Consulate to claim passport	Consulate staff cancels old passport and releases new passport	15 minutes	Releasing officer
<b>Totaling processing time : 45 minutes (excluding waiting time for appointment and release of new passport)</b>			

### **I. C. Passport extension**

*Note: Passport extension is considered an emergency service and is only granted in extremely meritorious cases and only if the requester has already applied for passport renewal at the Consulate*

Requirements:

1. Personal appearance of applicant
2. Passport extension request form – to be accomplished at the Consulate
3. *Sinumpaang salaysay* or Affidavit executed at the Consulate explaining why the emergency service is being requested
4. Proof of urgency (hospital records, if purpose of emergency travel is to visit a sick relative; wedding invitation; *et. al.*)
5. Photocopy of the Official Receipt for passport renewal
6. Fee for passport extension: €25.00
7. Fee for notarization of *Sinumpaang salaysay* or Affidavit: €25.00
8. If applicant is MINOR (below 18 years old), see additional requirements for passport renewal of minor applicants

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Client secures appointment through e-mail ( <a href="mailto:milanpcg03@gmail.com">milanpcg03@gmail.com</a> )	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff checks if requirements are complete and in order	10 minutes	Information or Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives extended passport	Consulate staff releases extended passport	15 minutes	Releasing officer
<b>Totaling processing time : 30 minutes (excluding waiting time for appointment)</b>			

**I. D. Travel document issuance**

*Note: Travel document issuance is considered an emergency service and is only granted in extremely meritorious cases*

**Requirements:**

1. Personal appearance of applicant
2. Travel document request form – to be accomplished at the Consulate
3. *Sinumpaang salaysay* or Affidavit executed at the Consulate explaining why the emergency service is being requested
4. Proof of urgency (hospital records, if purpose of emergency travel is to visit a sick relative; wedding invitation; *et. al.*)
5. Two (2) passport size photographs with white background
6. Fee for passport extension: €25.00
7. Fee for notarization of *Sinumpaang salaysay* or Affidavit: €25.00

If applicant is MINOR (below 18 years old), see additional requirements for passport renewal of minor applicants

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Client secures appointment through e-mail ( <a href="mailto:milanpcg03@gmail.com">milanpcg03@gmail.com</a> )	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff checks if requirements are complete and in order	15 minutes	Assistance-to-Nationals officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives extended passport	Consulate staff releases travel document	15 minutes	Assistance-to-Nationals officer
<b>Totaling processing time : 35 minutes (excluding waiting time for appointment)</b>			

**II. A. Notarial service – Acknowledgement of documents (Special Powers of Attorney [SPAs], other documents)**

Requirements:

1. Personal appearance of applicant
2. Document to be notarized (soft copies of templates available at the Consulate website; hard copies may also be accomplished when the client is already inside the Consulate)
3. Valid passport (original plus photocopy of data page) of applicant (if applicant's passport is no longer valid, or he or she does not have a passport, valid carta d' identita [original plus photocopy] may be accepted)
4. Fee: €25.00 per document for regular processing; additional €10 for expedited service

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff verifies identify and signature of applicant; checks if requirements are complete and in order	5 minutes	Information officer or Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt  Finance Officer of Collecting Officer transfers document to notarial staff for processing	5 minutes	Finance Officer or Collecting Officer
4. Client receives notarized document	Consulate staff releases notarized document	After three days for regular processing; after two hours for expedited processing	Releasing officer
<b>Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing</b>			

## II. B. Notarial service – Jurat (for Affidavits, other documents)

### Requirements:

1. Personal appearance of applicant
2. Document to be notarized (soft copies of templates available at the Consulate website; hard copies may also be accomplished when the client is already inside the Consulate.)
3. Valid passport (original plus photocopy of data page) of applicant (if applicant's passport is no longer valid, or he or she does not have a passport, valid carta d' identita [original plus photocopy] may be accepted)
4. Fee: €25.00 for regular processing; additional €10 for expedited service

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff verifies identify and signature of applicant; checks if requirements are complete and in order	5 minutes	Information officer or Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt  Finance Officer of Collecting Officer transfers document to notarial staff for processing	5 minutes	Finance Officer or Collecting Officer
4. Client receives notarized document	Consulate staff releases notarized document	After three days for regular processing; after two hours for expedited processing	Releasing officer
<b>Totaling processing time: Three working days for regular processing; two hours and ten minutes for expedited processing</b>			

### III. Fingerprinting and stamping of NBI application form

*Note: The Consulate does NOT issue the NBI clearance. The Consulate does the fingerprinting and stamping; the forms are then sent by courier to the applicant's authorized representative in the Philippines who will proceed to apply for the clearance at the NBI office*

#### Requirements:

1. Personal appearance of applicant
2. NBI Form – to be accomplished at the Consulate
3. Passport size photograph with white background
4. Valid passport (original plus photocopy of data page) of applicant (if applicant's passport is no longer valid, or he or she does not have a passport, valid carta d' identita [original plus photocopy] may be accepted)
5. Fee: €25.00 for regular processing; additional €10 for expedited service

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff verifies identify and signature of applicant; checks if requirements are complete and in order	5 minutes	Information officer or Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client's fingerprints are taken	Consulate staff takes fingerprints of applicant	20 minutes (may vary depending on queue for fingerprinting)	Releasing officer
5. Client receives stamped NBI clearance application	Consulate staff releases stamped NBI clearance application	After three days for regular processing; after two hours for expedited processing	Releasing officer
<b>Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing</b>			



#### IV. A. 1. Report of birth – MARRIED PARENTS

##### Requirements:

1. Personal appearance of either parent
2. Report of birth form (<https://milanpcg.dfa.gov.ph/images/2018/Downloads/May/REPORT-OF-BIRTH-FORM-revised-24-April-2018.pdf>)
3. Original plus FOUR PHOTOCOPIES of the *Certificato or Estratto di Nascita* **CON MATERNITA E PATERNITA** issued by the Comune
4. Original plus FOUR PHOTOCOPIES of the data page of the passports of the parents
5. Original plus FOUR PHOTOCOPIES of the marriage contract of the parents issued by the Philippine Statistics Authority (PSA)
6. Fee: €25.00 for regular processing; additional €10 for expedited service

##### Additional requirements for delayed reporting (more than one year after birth):

- Affidavit of delayed registration ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit\\_of\\_Delayed\\_Registration\\_of\\_Birth\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit_of_Delayed_Registration_of_Birth_-_FILLABLE.pdf))
- Notarization fee €25.00

*Note: If parents will proceed to apply for a passport for the newborn, see requirements for PASSPORT ISSUANCE/RENEWAL for MINOR applicants*

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff checks if requirements are complete and in order	15 minutes	Information officer or Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives personal copy of accomplished Report of Birth and is advised to verify with the Philippine Statistics Authority after six months if the birth has been recorded	Consulate staff releases personal copy of Report of Birth	After three days for regular processing; after two hours for expedited processing	Releasing officer

**Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing**

#### **IV. A. 2. Report of birth – UNMARRIED PARENTS**

Requirements:

1. Personal appearance of BOTH PARENTS
2. Report of birth form (<https://milanpcg.dfa.gov.ph/images/2018/Downloads/May/REPORT-OF-BIRTH-FORM-revised-24-April-2018.pdf>)
3. Original plus FOUR PHOTOCOPIES of the *Certificato or Estratto di Nascita* **CON MATERNITA E PATERNITA** issued by the Comune
4. Original plus FOUR PHOTOCOPIES of the data page of the passports of the parents
5. FOUR ORIGINAL COPIES of Affidavit of Admission of Paternity executed by the FATHER  
([https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit\\_of\\_Admission\\_of\\_Paternity\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit_of_Admission_of_Paternity_-_FILLABLE.pdf))
6. FOUR ORIGINAL COPIES of Affidavit to Use Surname of the Father executed by the MOTHER  
([https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit\\_to\\_Use\\_Surname\\_of\\_Father\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit_to_Use_Surname_of_Father_-_FILLABLE.pdf))
7. Fee: €100.00; additional €10 for expedited service

Additional requirements for delayed reporting (more than one year after birth):

- Affidavit of delayed registration ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit\\_of\\_Delayed\\_Registration\\_of\\_Birth\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit_of_Delayed_Registration_of_Birth_-_FILLABLE.pdf))
- Notarization fee €25.00

*Note: If parents will proceed to apply for a passport for the newborn, see requirements for PASSPORT ISSUANCE/RENEWAL for MINOR applicants*

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff checks if requirements are complete and in order	15 minutes	Information officer or Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives personal copy of accomplished Report of Birth and is	Consulate staff releases personal	After three days for regular processing;	Releasing officer

advised to verify with the Philippine Statistics Authority after six months if the birth has been recorded	copy of Report of Birth	after two hours for expedited processing	
<b>Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing</b>			

#### IV. B. Marriage solemnization at the Consulate

*Note: Only allowed between Filipino citizens. For marriages involving a Filipino citizen and a foreign national, the parties may apply for a Certificate of Legal Capacity to Contract Marriage (“Nulla osta per matrimonio”) and Report of Marriage*

##### Requirements:

1. Personal appearance of the parties intending to contract marriage
2. Passports (original plus photocopy of data page) of contracting parties
3. Application for Marriage License Forms to be accomplished by BOTH parties at the Consulate
4. Information sheets to be accomplished by BOTH parties  
([https://milanpcg.dfa.gov.ph/images/ConsularForms/Information\\_Sheet\\_for\\_Nulla\\_Osta\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Information_Sheet_for_Nulla_Osta_-_FILLABLE.pdf))
5. Birth certificates of BOTH parties issued by the Philippine Statistics Authority (PSA)
6. PSA-issued CENOMAR (Certificate of No Marriage) of BOTH parties issued within the past six months – THERE MUST BE **NO DISCREPANCIES** IN THE DETAILS IN THE BIRTH CERTIFICATES, CENOMARS, and PASSPORTS of the contracting parties
7. Two 2x2 or passport size photos with white background of contracting parties
8. Passports (original plus photocopy of data page) of two (2) witnesses
9. Fee for notarization of Applications for Marriage License: €50.00 (€25.00 x 2)
10. Fee for solemnization of marriage: €60.00

##### Additional requirements if either or both parties are 18 to 25 years old:

- Affidavit of parental consent (if concerned party is 18-21 years old) or parental advice (22-25 years old) executed by parents of concerned party (*i.e.* the party below 26 years of age)

##### Additional requirements if either or both parties are annulled (in lieu of CENOMAR of the concerned party):

- PSA-issued marriage contract WITH ANNOTATION of concerned party
- PSA Advisory on marriages of concerned party

##### Additional requirements if either or both parties are widowed (in lieu of CENOMAR of the concerned part):

- PSA-issued death certificate of the late spouse of concerned party

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements Client is advised of 10 day posting period for marriage bann	Consulate staff checks if requirements are complete and in order	15 minutes	Information officer or Processing officer
3. Client proceeds to cashier to pay fees	Consulate staff receives payment and	5 minutes	Finance Officer or Collecting

for notarization	issues Official Receipt		Officer
4. Client returns to the Consulate after the posting period for scheduling of wedding date	Consulate staff advises clients of the result of the 10-day posting period and gives clients scheduling options	15 minutes	Civil registry assistant
5. Clients proceeds to cashier to pay solemnization fee	Consulate staff receives payment and issues Official Receipt	5 minutes	Releasing officer
6. Client returns to Consulate with witnesses and guests on wedding day for wedding ceremony	Consulate staff assist contracting parties in wedding ceremony	45 minutes	Civil registry assistant and Consular officer
<b>Totaling processing time : 1 hour and 25 minutes (excluding waiting time for appointment and marriage bann posting period)</b>			

#### IV. C. Certificate of Legal Capacity to Contract Marriage (“Nulla osta per matrimonio”)

Requirements for foreign nationals intending to contract marriage with Filipino nationals:

1. Personal appearance
2. Passport (original plus photocopy of data page); if applicant does not have a valid passport, Carta d’ Identita may be accepted
3. Information sheet ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Information\\_Sheet\\_for\\_Nulla\\_Osta\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Information_Sheet_for_Nulla_Osta_-_FILLABLE.pdf))
4. Two 2x2 or passport size photos with white background

Requirements for Filipino party contracting marriage:

1. Personal appearance
2. Passport (original plus photocopy of data page)
3. Information sheet ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Information\\_Sheet\\_for\\_Nulla\\_Osta\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Information_Sheet_for_Nulla_Osta_-_FILLABLE.pdf))
4. Application for Certificate of Legal Capacity to Contract Marriage ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Application\\_for\\_a\\_Certificate\\_of\\_Legal\\_Capacity\\_to\\_Marry\\_Sworn\\_Statement\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Application_for_a_Certificate_of_Legal_Capacity_to_Marry_Sworn_Statement_-_FILLABLE.pdf))
5. Birth certificate issued by the Philippine Statistics Authority (PSA)
6. PSA-issued CENOMAR (Certificate of No Marriage) issued within the past six months – THERE MUST BE **NO DISCREPANCIES** IN THE DETAILS IN THE BIRTH CERTIFICATE, CENOMAR, and PASSPORT
7. Two 2x2 or passport size photos with white background
8. Fee for notarization: €25.00
9. Fee for issuance of *Nulla osta*: €25.00

Additional requirements if FILIPINO party is 18 to 25 years old:

- Affidavit of parental consent (if party is 18-21 years old) or parental advice (22-25 years old) executed by parents

Additional requirements if FILIPINO party is annulled (in lieu of CENOMAR):

- PSA-issued marriage contract WITH ANNOTATION
- PSA Advisory on marriages

Additional requirements if FILIPINO party is widowed (in lieu of CENOMAR):

- PSA-issued death certificate of late spouse

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements Client is advised of 10 day posting period for marriage bann	Consulate staff checks if requirements are complete and in order	15 minutes	Information officer or Processing officer

3. Client proceeds to cashier to pay fees for notarization	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client returns to the Consulate after the posting period	Consulate staff advises clients of the result of the 10-day posting period	10 minutes	Civil registry assistant
5. Client proceeds to cashier to pay fee for <i>Nulla osta</i> certificate	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
6. Client receives <i>Nulla osta</i> certificate	Consulate staff release <i>Nulla osta</i> certificate	30 minutes (depends on queue at Civil Registry unit)	Civil registry assistant
<b>Totaling processing time : 1 hour and 15 minutes (excluding waiting time for appointment and marriage bann posting period)</b>			

#### IV. D. Report of Marriage

##### Requirements:

1. Personal appearance of either or both contracting parties
2. Report of marriage form (<https://milanpcg.dfa.gov.ph/images/2018/Downloads/May/REPORT-OF-MARRIAGE-FORM-revised-24April2018.pdf>)
3. Original plus FOUR PHOTOCOPIES of the *Certificato di Matrimonio* issued by the Comune
1. Original plus FOUR PHOTOCOPIES of the data page of the passports of the contracting parties
2. Fee: €25.00; additional €10 for expedited service

##### Additional requirements for delayed reporting (more than one year after marriage):

- Affidavit of delayed registration ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit\\_of\\_Delayed\\_Registration\\_of\\_Marriage - FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit_of_Delayed_Registration_of_Marriage_-_FILLABLE.pdf))
- Notarization fee €25.00

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff checks if requirements are complete and in order	15 minutes	Information officer or Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives personal copy of accomplished Report of Marriage and is advised to verify with the Philippine Statistics Authority after six months if the marriage has been recorded	Consulate staff releases personal copy of Report of Marriage	After three days for regular processing; after two hours for expedited processing	Civil Registry assistant officer
<b>Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing</b>			



#### IV. E. Report of Death

##### Requirements:

1. Personal appearance and ID of the informant (preferably passport, but Carta d'identita may be accepted)
2. Report of Death form (<https://milanpcg.dfa.gov.ph/images/2018/Downloads/May/REPORT-OF-DEATH-FORM-revised-24April2018.pdf>)
3. Original plus FOUR PHOTOCOPIES of the *Estratto per Riassunto dell'atto di Morte* issued by the Comune
4. Original plus FOUR PHOTOCOPIES of the data page of the passport of the deceased
5. Fee: €25.00

##### Additional requirements, whenever applicable:

- Four (4) photocopies of the *Scheda di Morte* stating the cause of death, issued by ISTAT, if applicable;
- Four (4) photocopies of the Certificate of No Evidence of Contagious Disease / *Certificato di non evidenziano malattie infettive*, if applicable;
- Four (4) photocopies of the transfer permit issued by the proper authorities, if applicable

##### Additional requirements for delayed reporting (more than one year after marriage):

- Affidavit of delayed registration ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit\\_of\\_Delayed\\_Registration\\_of\\_Death\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Affidavit_of_Delayed_Registration_of_Death_-_FILLABLE.pdf))
- Notarization fee €25.00

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Informant secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Informant appears on appointment date and presents requirements	Consulate staff checks if requirements are complete and in order	15 minutes	Information officer or Processing officer
3. Informant proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Informant receives personal copy of accomplished Report of Death and is advised to verify with the Philippine Statistics Authority after six months if the death has been recorded	Consulate staff releases to informant personal copy of Report of Death	40 minutes (depending on queue)	Civil Registry assistant officer
<b>Totaling processing time : 1 hour (excluding waiting time for appointment)</b>			

#### IV. F. Issuance of Consular Mortuary Certificate

Requirements:

1. Original and 3 photocopies of the Death certificate/*Estratto per Riassunto Dell'Atto di Morte* issued by the Comune;
2. Four (4) photocopies of the *Scheda di Morte* stating the cause of death, issued by ISTAT;
3. Four (4) photocopies of the Certificate of No Evidence of Contagious Disease / *Certificato di non evidenziano malattie infettive*;
4. Four (4) photocopies of the Transfer permit issued by the proper authorities;
5. Four (4) photocopies of the certificate from the funeral service provider stating that the body was properly treated in accordance with internationally accepted practices for the purpose of overseas shipment;
6. Flight details;
7. Contact details of the consignee;
8. Fee: €25.00

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff checks if requirements are complete and in order	15 minutes	Assistance-to-Nationals Officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives Consular Mortuary Certificate	Consulate staff releases Consular Mortuary Certificate	40 minutes (depending on queue)	Assistance-to-Nationals Officer
<b>Totaling processing time : 1 hour (excluding waiting time for appointment)</b>			

#### **Iv. G. Petitions For Correction of Entry**

**Requirements:**

1. Personal appearance of the petitioner
2. Passport of the petitioner (original plus three photocopies of the date page)
3. PSA-issued document to be corrected (original plus three photocopies)
4. Appropriate Petition for Correction of Clerical Error form (one of three below)  
[https://milanpcg.dfa.gov.ph/images/ConsularForms/Petition\\_for\\_Correction\\_of\\_Entries\\_in\\_Report\\_of\\_Birth\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Petition_for_Correction_of_Entries_in_Report_of_Birth_-_FILLABLE.pdf) **OR**  
[https://milanpcg.dfa.gov.ph/images/ConsularForms/Petition\\_for\\_Correction\\_of\\_Entries\\_in\\_Report\\_of\\_Marriage\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Petition_for_Correction_of_Entries_in_Report_of_Marriage_-_FILLABLE.pdf) **OR**  
[https://milanpcg.dfa.gov.ph/images/ConsularForms/Petition\\_for\\_Correction\\_of\\_Entries\\_in\\_Report\\_of\\_Death\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Petition_for_Correction_of_Entries_in_Report_of_Death_-_FILLABLE.pdf)
5. Other documents showing the correct entries/information in the civil registry document
6. Fee: €150.00

*Note: Petition for correction of entries pertain to clerical error in a civil registry document (Report of Birth, Report of Marriage, or Report of Death) on condition that the clerical error was: • committed in the performance of clerical work in writing, copying and transcribing or typing an entry • it is harmless and innocuous (does not affect others negatively) • it is visible to the eyes or obvious to the understanding • it can be corrected or changed only by reference to other existing record • has not been the subject of a previous petition*

*The following entries cannot be corrected by petition at the Consulate but only by a court order: (1) Nationality; (2) Age; (3) Civil Status; and (4) Sex/Gender.*

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents petition and requirements	Consulate staff evaluates petition and requirements	30 minutes	Processing officer or Civil Registry assistant
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client is advised that petitions can take up to six months to be approved by the Philippine Statistics Authority	Consulate staff advises client that petitions can take up to six months to be approved by the Philippine Statistics Authority, and only after approval will annotation be reflected in the PSA document	15 minutes	Civil registry assistant

**Totaling processing time : 50 minutes (waiting time for processing at the Consulate; the actual procedure can take up to six months, possibly longer)**

## V. Authentication

### Requirements:

1. Document to be authenticated
2. Authentication fee: €25.00 per document; additional €10 for expedited service

*Note: In order for the Consulate to be able to perform this service, the Consulate must have been furnished by the appropriate Italian authorities with the specimen signature of the official whose signature is affixed on the document to be authenticated.*

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents document to be authenticated	Consulate staff checks record of specimen signatures received from Italian authorities	25 minutes	Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives authenticated document	Consulate staff affix authentication certificate and release document	After three days for regular processing; after two hours for expedited processing	Releasing officer
<b>Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing</b>			

## VI. A. Certifications – Data Anagrafici or Certificate of One and the Same Person

### Requirements:

1. Personal appearance of applicant
2. Application form ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Information\\_Sheet\\_for\\_General\\_Certifications\\_-\\_FILLABLE.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Information_Sheet_for_General_Certifications_-_FILLABLE.pdf))
3. Passport of applicant (Original plus photocopy of data page)
4. PSA-issued birth certificate
5. Appropriate PSA-issued document proving applicant's civil status:
  - If single – CENOMAR (Certificate of No Marriage)
  - If married – Marriage contract
  - If annulled – Marriage contract with annotation
  - If widowed – Death certificate of spouse
6. Carta d' identita (original plus photocopy)
7. Permesso di soggiorno (original plus photocopy)
8. Fee: €25.00; additional €10 for expedited service

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff evaluates requirements	15 minutes	Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives certificate	Consulate staff process certificate and release the same	After three days for regular processing; after two hours for expedited processing	Releasing officer
<b>Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing</b>			

## VI. B. Certifications for pension or *invalidita* claims

### Requirements:

1. Personal appearance of applicant
2. Passport of applicant (Original plus photocopy of data page)
3. Carta d' Identita and Permesso di soggiorno of applicant (originals plus photocopies)
4. **Certificate of No Income** – To be secured from BIR office of LGU, **with Apostille Certificate issued by DFA** (original plus photocopy)
5. **Certificate of No Property/ies** – To be secured from assessor's office of LGU, **with Apostille Certificate issued by DFA** (original plus photocopy)
6. **Certificate of No Pension** – Can be secured from SSS Office in Milan
7. Fee: €25.00; additional €10 for expedited service

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff evaluates requirements	15 minutes	Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives certificate	Consulate staff process certificate and release the same	After three days for regular processing; after two hours for expedited processing	Releasing officer
<b>Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing</b>			

### VI. C. Certifications for tax deductions (*Dichiarazione dei Redditi*)

Requirements:

1. Personal appearance of applicant
2. Passport of applicant (Original plus photocopy of data page)
3. Carta d' Identita and Permesso di soggiorno of applicant (originals plus photocopies)
4. **Certification from LGU** that OFW-applicant is financially supporting relatives in the Philippines, indicating date and place of birth of beneficiaries, and **with Apostille Certificate issued by DFA** (original plus photocopy)
5. **Philippine Statistics Authority (PSA) documents proving relationship between benefactor and beneficiary/ies** (originals plus photocopies)
6. Fee: €25.00; additional €10 for expedited service

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Client secures appointment through Facebook messenger ( <a href="https://www.facebook.com/PHLinMilan">https://www.facebook.com/PHLinMilan</a> ) or WhatsApp (+39 388 093 3822)	Consulate staff confirms appointment date of applicant	Three (3) working days	Appointments officer
2. Client appears on appointment date and presents requirements	Consulate staff evaluates requirements	15 minutes	Processing officer
3. Client proceeds to cashier to pay for service	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Client receives certificate	Consulate staff process certificate and release the same	After three days for regular processing; after two hours for expedited processing	Releasing officer
<b>Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing</b>			

## VII. Videoconference hearings at the Consulate

### Requirements:

1. Letter of request issued by requesting party or his/her counsel (no particular format)
2. Copy of approval or grant of Motion issued by the court (*note: the schedule of the videoconference hearing must conform with the public hours of the Consulate, i.e. Mondays to Fridays [excluding declared holidays], 9:00AM to 1:30PM, Central European Time*)
3. Valid passport (original plus photocopy of data page); if requesting party's passport is expired, valid carta d'identita may be accepted
4. Telecommunications/teleconferencing equipment, such as laptop or mobile phone (*note: the Consulate will NOT provide teleconferencing equipment*)
5. Portable internet connection
6. Peripheral equipment such as camera or audio equipment, if necessary
7. Fee for venue: €144.00
8. Fee for issuance of certification: €40.00; additional €10 for expedited service

<u>CLIENT STEPS</u>	<u>AGENCY ACTIONS</u>	<u>PROCESSING TIME</u>	<u>PERSON RESPONSIBLE</u>
1. Requesting party or his/her counsel sends an e-mail to <a href="mailto:milan.pcg@dfa.gov.ph">milan.pcg@dfa.gov.ph</a> with subject "Request to conduct videoconference hearing at the Consulate," attaching requirements (1) and (2)	Consulate staff confirms/approves schedule	Three (3) working days	Appointments officer
2. If schedule is approved, requesting party appears on the appointment date and time  Requesting party brings other requirements	Consulate staff confirms identity of requesting party and evaluates documents	10 minutes	Notarials unit assistant
3. Requesting party proceeds to cashier for payment	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Requesting party is assisted by consular staff into the venue for the videoconference hearing proper	Consulate staff assists requesting party into venue of videoconference hearing	1 hour (may vary)	Notarials unit assistant
5. Requesting party receives original certification	Consulate staff issues certification	After three days for regular processing; after two hours for expedited processing	Notarials unit assistant



**Totaling processing time : Three working days for regular processing; two hours and ten minutes for expedited processing**

### VIII. Dual citizenship

#### Requirements:

1. Duly accomplished petition for, ([https://milanpcg.dfa.gov.ph/images/ConsularForms/Petition\\_for\\_Dual\\_Citizenship\\_under\\_RA\\_9225\\_-\\_FILLABLE1.pdf](https://milanpcg.dfa.gov.ph/images/ConsularForms/Petition_for_Dual_Citizenship_under_RA_9225_-_FILLABLE1.pdf))
2. Birth certificate issued by the Philippine Statistics Authority (PSA) and the Local Civil Registrar if the PSA/NSO copies are unreadable (original and photocopy)
3. If applicant is married – Marriage contract issued by PSA (original and photocopy)
4. Latest Philippine passport – Original plus three photocopies of data page
5. Italian passport or *Carta d'Identita* – Original and three photocopies
6. Two 2x2 photographs with white background
7. *Atti di Cittadinanza* or any document indicating date of acquisition of Italian citizenship
8. Application fee: €50.00

#### Additional requirements for inclusion of minor children:

- Original and three (3) photocopies of *Atti or Estrato di Nascita* with Annotation
- Original and three (3) photocopies of *Certificato di Cittadinanza Italiana*
- Original and three (3) photocopies (data page) of Italian Passport or Italian Carta d'Identita
- Two (2) current photographs or pictures (2X2; white background)
- Payment of the additional fee for a minor child: €25.00

<b><u>CLIENT STEPS</u></b>	<b><u>AGENCY ACTIONS</u></b>	<b><u>PROCESSING TIME</u></b>	<b><u>PERSON RESPONSIBLE</u></b>
1. Applicant e-mails requirements to <a href="mailto:milanpcg.dual@gmail.com">milanpcg.dual@gmail.com</a> for evaluation	Consulate staff confirms/approves schedule	Three (3) working days	Appointments officer
2. Applicant arrives at Consulate on his/her appointment date and presents requirements to evaluating officer	Consulate staff confirms identity of requesting party and evaluates documents	15 minutes	Dual citizenship assistant
3. Applicant proceeds to Cashier for payment	Consulate staff receives payment and issues Official Receipt	5 minutes	Finance Officer or Collecting Officer
4. Applicant waits for processing of documents	Consulate staff prepares documents; drafts Oath of Allegiance, Order of Approval. And Identification Certificate	1 hour (may vary)	Dual citizenship assistant

5. Applicant takes the oath of allegiance	Consular officer administers oath of allegiance	5 minutes	Dual citizenship assistant and Consular officer
6. Applicant receives original set of dual citizenship documents (Oath of Allegiance, Order of Approval, and Identification Certificate)	Consulate staff issues dual citizenship documents	10 minutes	Dual citizenship assistant
<b>Totaling processing time : 1 hour and 25 minutes (approx.)</b>			