



## CIVIL REGISTRATION OF BIRTH, DEATH, MARRIAGE AND DIVORCE

### What is civil registration?

It is a continuous, permanent and compulsory recording of vital events occurring in the life of an individual such as birth, marriage, and death, as well as court decrees, and legal instruments affecting his civil status in appropriate registers as mandated by Act No. 3753, the Civil Registry Law.

### What are the uses of Civil Registry Documents?

Basically, there are two uses:

- ◆ Legally, these establish the occurrence of birth, death, or marriage and therefore provide prima facie evidence of facts surrounding these events.

Birth records present many facts about an individual such as the person's name, date and place of birth, parents, religion, and citizenship, among others. The marriage certificate establishes a change in civil status and the legal spouse, while the death certificate records the passing away of an individual.

These records are important in legal and personal transactions, applying for jobs, obtaining passports for travel, entrance to school, claiming insurance benefits, and others.

- ◆ Statistically, these records provide data on the number of births, deaths, marriages, fetal deaths, adoptions, and the like, which in turn are essential in development planning.

### A. Requirements for REPORT OF BIRTH

The Embassy will forward the Report of Birth to the NSO in the Philippines. The NSO-certified Birth Certificate may be retrieved in the Philippines three months after the filing of the Report of Birth at the Embassy. Always keep a personal copy of the Report of Birth.

1. Application to be filed personally by Filipino parent(s) (forms should be signed by the mother)
2. **Duly accomplished Report of Birth application form** ([download form here](#))
3. **International Birth Certificate** from the *Gemeente*. The Birth Certificate should first be legalized by the Dutch Ministry of Foreign Affairs (*Ministerie van Buitenlandse Zaken*) located at Bezuidenhoutseweg 67, 2594AC Den Haag. MFA trunkline: 070-3486486 (present original and submit one photocopy)

4. **One (1) passport-size photograph**

5. **Valid Philippine passport of Filipino parent(s)** (present original and submit photocopy of information page)

6. If parents are married (specifically at the time of birth), photocopy of authenticated NSO-issued **Marriage Contract** (if married in the Philippines) or **Report of Marriage** issued by the Philippine Embassy/Consulate in the country where marriage was solemnized.

If parents are not married, the child may use the surname of the father "if their filiation has been expressly recognized by the father through the record of birth appearing in the civil register, or when an admission in a public document or private handwritten instrument is made by the father." (Section 1, Republic Act No. 9255, 24 February 2004). In this case, the father may have to execute an Affidavit of Admission of Paternity.

7. **Affidavit of Delayed Registration** (if deemed necessary)

**Basic fees:** Euro 25 (Report of Birth)  
Euro 25 (Embassy Legalization of the International Birth Certificate)

**Others:** Euro 25 (applicable Affidavits if necessary)  
Euro 5 (photocopy services) \*documents need to be submitted in duplicate or triplicate

## **B. Requirements for REPORT OF DEATH**

The Embassy will forward the Report of Death to the NSO in the Philippines. The NSO-certified Death Certificate may be retrieved in the Philippines three months after the filing of the Report of Death at the Embassy. Always keep a personal copy of the Report of Death.

1. **Duly accomplished Report of Death form** ([download form here](#))

2. **International Death Certificate** from the *Gemeente*. The Death Certificate should first be legalized by the Dutch Ministry of Foreign Affairs (*Ministerie van Buitenlandse Zaken*) located at Bezuidehouthoutseweg 67, 2594 AC Den Haag. MFA trunkline: 070-3486486 (present original and submit photocopy)

3. Photocopy of **Philippine passport**

4. **If the remains or ashes of a Filipino national are to be returned to the Philippines for interment purposes, the following documents are required:**

- Mortuary Certificate from Funeral Home (original and photocopy)
- Transit Permit from health or relevant authorities (original and photocopy)
- Autopsy Report, if cause of death was under mysterious circumstances and/or under investigation or Certification from coroner/ medico-legal officer that the deceased did not die of a communicable disease (original and photocopy)
- Removal Permit from police or relevant authorities (original and photocopy)
- If seaman, Master's Report (original and photocopy).

**Basic fees:** Euro 25 (Report of Death)  
Euro 25 (Embassy Legalization of the International Death Certificate)  
Euro 25 (Consular Mortuary Certificate)

**Others:** Euro 5 (photocopy services) \*documents need to be submitted in duplicate or triplicate

### C. Requirements for REPORT OF MARRIAGE

The Embassy will forward the Report of Marriage to the NSO in the Philippines. The NSO-certified Marriage Certificate may be retrieved in the Philippines three months after the filing of the Report of Marriage at the Embassy. Always keep a personal copy of the Report of Marriage.

1. **Duly accomplished Report of Marriage application form** ([download form here](#))
2. **International Marriage Certificate** from the *Gemeente*. The Marriage Certificate should first be legalized by the Dutch Ministry of Foreign Affairs (*Ministerie van Buitenlandse Zaken*) located at Bezuidenhoutseweg 67, 2594 AC Den Haag. MFA trunkline: 070-3486486 (present original and submit photocopy)
3. **Valid Philippine passport or authenticated Birth Certificate of Filipino national** as proof of Philippine citizenship (present original and submit photocopy of information page)
4. **Photocopy of information page of foreign spouse's passport**
5. **One (1) passport photograph each of Filipino national and foreign spouse**
6. **Affidavit of Delayed Registration** (if deemed necessary)

**Basic fees:** Euro 25 (Report of Marriage)  
Euro 25 (Embassy Legalization of the International Marriage Certificate)

**Others:** Euro 25 (applicable Affidavits if necessary)  
Euro 5 (photocopy services) \*documents need to be submitted in duplicate or triplicate

### D. Requirements for REPORT OF DIVORCE

The Embassy will forward the Report of Divorce to the NSO in the Philippines. The NSO-certified Marriage Certificate with annotation of the divorce may be retrieved in the Philippines three months after the filing of the Report of Divorce at the Embassy. Always keep a personal copy of the Report of Divorce.

1. **Duly accomplished Report of Divorce application form** ([download form here](#))
2. **Divorce Decree** legalized by the Dutch Ministry of Foreign Affairs (*Ministerie van Buitenlandse Zaken*) located at Bezuidenhoutseweg 67, 2594 AC Den Haag. MFA trunkline: 070-3486486 (present original and submit one photocopy)
3. **Photocopy of authenticated Marriage Contract or Report of Marriage** issued by the Philippine Embassy/Consulate in the country where the marriage was solemnized
4. **Photocopy of information page of the Filipino national's Philippine passport**
5. **Affidavit of Delayed Registration** (if deemed necessary)

**Basic fees:** Euro 25 (Report of Divorce)  
Euro 25 (Legalization of the Divorce Decree)

**Others:** Euro 25 (applicable Affidavits if necessary)  
Euro 5 (photocopy services) \*documents need to be submitted in duplicate or triplicate