

# CITIZEN'S CHARTER

## Embassy of the Republic of the Philippines Budapest, Hungary



2024 (2<sup>nd</sup> edition)

### Passport Services

For passport-related concerns, clients are advised to communicate with Post's Consular Section (email: [budapest.pe@dfa.gov.ph](mailto:budapest.pe@dfa.gov.ph)).

#### 1. Renewal of Passport

Filipinos can go to the Philippine Embassy in Budapest to renew their passports. This consular service is available from Monday to Friday (9:00 AM to 4:00 PM).

<b>Office or Division:</b>	Consular Section		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C		
<b>Who may avail:</b>	Filipino citizens		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Personal appearance  If minor: One or both parents to accompany the minor (parent/s should also bring his/her valid passport and proof of filiation/parentage to the minor)		Client has to appear in person	
Accomplished ePassport Application Form		<a href="http://www.passport.dfa.gov.ph">www.passport.dfa.gov.ph</a>  Passport application form also available at the Consular Section of the Embassy	
Current passport – original and photocopy of data page and photocopy of amendment page, if any		Client's passport	
Valid residence permit		Client's residence permit/ residence card	

Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1		NA	5 mins	

<p>Proceed to the reception area to get and fill out an ePassport Application Form</p> <p>If one has already accomplished the form (downloaded from website), present accomplished form to the processor for evaluation</p>	<p>Consular Officer (Processor) evaluates the submitted application form and requirements</p>			<p>Consular Officer</p>
<p>2</p> <p>Proceed to the Cashier for payment</p>	<p>FO collects payment</p>	<p>US\$60/HUF28,200</p>	<p>2 mins</p>	<p>Finance Officer</p>
<p>3</p> <p>Passport enrollment</p> <p>Read carefully the details encoded and ensure that all entries area correct before signing the conforme</p>	<p>CO encodes details and captures biometrics</p>	<p>NA</p>	<p>8 mins</p>	<p>Consular Officer</p>
<p>4</p> <p>Applicant to proceed to the reception area to present the official receipt and old passport. Old passport will be cancelled upon release of new passport.</p> <p>Or</p> <p>Applicant provides the Embassy with a self-addressed envelope, mails old passport to</p>	<p>Release of new passport</p> <p>(approximately 4-6 weeks turnaround time)</p> <p>CO will contact the applicant to inform him/her that the passport has already arrived from the diplomatic pouch.</p> <p>CO cancels old passport and releases new</p>	<p>NA</p>	<p>5 mins</p>	<p>Consular Officer</p>

Embassy upon receipt by Embassy of the new passport	passport to the client.			
Or				
Applicant provides the Embassy with a self-addressed envelope and leaves old passport at Embassy (upon renewal) for cancellation upon receipt of new passport				

## 2. First time Passport applicant

<b>Office or Division:</b>	Consular Section		
<b>Classification:</b>	Simple		
<b>Type of Transaction:</b>	G2C		
<b>Who may avail:</b>	First-time passport application for Filipino children born in Hungary, Bosnia and Herzegovina, Bulgaria, Moldova, Montenegro, Romania, and Serbia		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Personal appearance		Client has to appear in person	
If minor: One or both parents to accompany the minor during application			
Accomplished ePassport Application Form		<a href="http://www.passport.dfa.gov.ph">www.passport.dfa.gov.ph</a> Passport application form also available at the Consular Section of the Embassy	
Birth Certificate of the applicant or the Report of Birth (ROB)– original with English translation and a photocopy		Philippine Statistics Authority  (ROB from DFA – Processed by the Embassy/Consulate who has jurisdiction over the place of birth)	
Latest passport of the parents - original and photocopy of data page and photocopy of amendment page, if any		Client's parents	

Marriage Certificate of parents (if married) – original with English translation and a photocopy	Client's parents
Valid residence permit	Client's residence permit/ residence card

Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
<p>1</p> <p>Proceed to the reception area to get and fill out an ePassport Application Form (form to be filled out by parent of minor)</p> <p>If one has already accomplished the form (downloaded from website), present accomplished form to the processor for evaluation</p>	Consular Officer (Processor) evaluates the submitted application form and requirements	NA	5 mins	Consular Officer
<p>2</p> <p>Proceed to the Cashier for payment</p>	FO collects payment	US\$60/HUF28,200	2 mins	Finance Officer
<p>3</p> <p>Passport enrollment Read carefully the details encoded and ensure that all entries area correct before signing the conforme (by parent)</p>	CO encodes details and captures biometrics	NA	10-15 mins depending on the behavior of the minor, usually taking biometrics of infants take much longer	Consular Officer
<p>4</p> <p>Applicant to proceed to the</p>	Release of new passport	NA	5 mins	Consular Officer

<p>reception area to present the official receipt and old passport. Old passport will be cancelled upon release of new passport.</p> <p>Or</p> <p>Applicant provides the Embassy with a self-addressed envelope, mails old passport to Embassy upon receipt by Embassy of the new passport</p> <p>Or</p> <p>Applicant provides the Embassy with a self-addressed envelope and leaves old passport at Embassy (upon renewal) for cancellation upon receipt of new passport</p>	<p>(approximately 4-6 weeks turnaround time)</p> <p>CO will contact the applicant to inform him/her that the passport has already arrived from the diplomatic pouch.</p> <p>CO cancels old passport and releases new passport to the client.</p>			
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### 3. Lost Passport / Mutilated Passport

<b>Office or Division:</b>	Consular Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C	
<b>Who may avail:</b>	Filipino citizens who lost or have mutilated passports	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Personal appearance  If minor: One or both parents to accompany the minor (parent/s should also bring his/her valid passport and proof of filiation/parentage to the minor)	Client has to appear in person	
Accomplished ePassport Application Form	<a href="http://www.passport.dfa.gov.ph">www.passport.dfa.gov.ph</a> Passport application form also available at the Consular Section of the Embassy	
PSA Birth Certificate or Report of Birth (if born abroad)	Philippine Statistics Authority	
PSA Marriage Certificate or Report of Marriage (for married woman)	Philippine Statistics Authority	
Copy of lost passport or remains of damaged passport	Client's personal records/files	
Affidavit of Loss or Mutilation (1 original and 2 photocopies) stating the circumstances of loss or damage	Notary public or Affidavit template from the Consular Section of the Embassy duly notarized by the Consul	
Police Report with English translation (for Lost valid passports only)	Local police (where the incident occurred)	
Valid ID (original, 1 photocopy)	SSS, GSIS, LTO, PRC, OWWA, COMELEC, PhilPost, School, Employment	
Valid residence permit	Client's residence permit/ residence card	

Client Steps	Agency Actions	Fees to be paid	Processing time	Person responsible
1 Proceed to the reception area to get and fill out an ePassport Application Form	Consular Officer (Processor) evaluates the submitted application form and requirements	NA	5 mins	Consular Officer

<p>If one has already accomplished the form (downloaded from website), present accomplished form to the processor for evaluation</p>				
<p>2 Proceed to the Cashier for payment</p>	<p>FO collects payment</p>	<p>US\$150/HUF70,500</p>	<p>2 mins</p>	<p>Finance Officer</p>
<p>3 Passport enrollment Read carefully the details encoded and ensure that all entries area correct before signing the conforme</p>	<p>CO encodes details and captures biometrics</p>	<p>NA</p>	<p>8 mins</p>	<p>Consular Officer</p>
<p>4 Applicant to proceed to the reception area to present the official receipt and old passport. Old passport will be cancelled upon release of new passport.  Or  Applicant provides the Embassy with a self-addressed envelope, mails old passport to Embassy upon receipt by Embassy of the new passport</p>	<p>Release of new passport  (approximately 4-6 weeks turnaround time)  CO will contact the applicant to inform him/her that the passport has already arrived from the diplomatic pouch.  CO cancels old passport and releases new passport to the client.</p>	<p>NA</p>	<p>5 mins</p>	<p>Consular Officer</p>

<p>Or</p> <p>Applicant provides the Embassy with a self-addressed envelope and leaves old passport at Embassy (upon renewal) for cancellation upon receipt of new passport</p>				
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## 4. Amendment to Married name

<b>Office or Division:</b>	Consular Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C	
<b>Who may avail:</b>	Filipino citizens who want to change from maiden surname to married surname	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Personal appearance		Client has to appear in person
Accomplished ePassport Application Form		<a href="http://www.passport.dfa.gov.ph">www.passport.dfa.gov.ph</a>  Passport application form also available at the Consular Section of the Embassy
Marriage Certificate of the applicant (original and 1 photocopy)  or  Report of Marriage (ROM) if married abroad – Original and 1 photocopy (with English Translation)		Philippine Statistics Authority
Birth Certificate of the Filipino spouse or Report of Birth (if born abroad) – Original and 1 photocopy		Philippine Statistics Authority
Latest Passports of husband and wife – Original and photocopy of data page		Client's personal records/files
Valid residence permit		Client's residence permit/ residence card

<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1 Proceed to the reception area to get and fill out an ePassport Application Form  If one has already accomplished the form (downloaded from website),	Consular Officer (Processor) evaluates the submitted application form and requirements	NA	5 mins	Consular Officer

present accomplished form to the processor for evaluation				
2 Proceed to the Cashier for payment	FO collects payment	US\$60/HUF28,200	2 mins	Finance Officer
3 Passport enrollment Read carefully the details encoded and ensure that all entries area correct before signing the conforme	CO encodes details and captures biometrics	NA	8 mins	Consular Officer
4 Applicant to proceed to the reception area to present the official receipt and old passport. Old passport will be cancelled upon release of new passport. Or Applicant provides the Embassy with a self-addressed envelope, mails old passport to Embassy upon receipt by Embassy of the new passport Or Applicant provides the Embassy with a self-addressed	Release of new passport  (approximately 4-6 weeks turnaround time)  CO will contact the applicant to inform him/her that the passport has already arrived from the diplomatic pouch.  CO cancels old passport and releases new passport to the client.	NA	5 mins	Consular Officer

envelope and leaves old passport at Embassy (upon renewal) for cancellation upon receipt of new passport				
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## 5. Reversion to Maiden name

<b>Office or Division:</b>	Consular Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C	
<b>Who may avail:</b>	Filipino female nationals who want to revert to maiden name due to: death of spouse, annulment of marriage or divorce initiated by a foreign spouse (with judicial recognition of foreign divorce decree)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Personal appearance		Client has to appear in person
Accomplished ePassport Application Form		<a href="http://www.passport.dfa.gov.ph">www.passport.dfa.gov.ph</a>  Passport application form also available at the Consular Section of the Embassy
For annulled or divorced clients:  Annotated Marriage Certificate of the applicant (original and 1 photocopy) reflecting change of status  or  Annotated Report of Marriage (ROM) if married abroad reflecting change of status – Original and 1 photocopy (with English Translation)		Philippine Statistics Authority
Due to death of spouse:  If deceased spouse is a Filipino national: Death Certificate of the spouse (Original and 1 photocopy)  If deceased spouse is a foreign national: Authenticated or Apostilled Death Certificate of the spouse (Original and 1 Photocopy). Should have an English translation if the death certificate is in foreign language.		Philippine Statistics Authority (if spouse was a Filipino national)  Counterpart of PSA or the Civil Registration Office if spouse was a foreign national

For annulled clients:  Authenticated Philippine Court Order effecting the annulment (Original and 1 Photocopy); together with a Certificate of Finality of the Court Order/Decision issued by the Clerk of Court	Appropriate/Competent Philippine Court
For divorced clients:  Divorce Decree, translated into the English language and recognized by the Competent Philippine Courts (Original and 1 Photocopy)	Appropriate/Competent Philippine Court
Birth Certificate of the applicant or Report of Birth (if born abroad) – Original and 1 photocopy	Philippine Statistics Authority
Latest Passport – Original and photocopy of data page	Client's personal records/files
Valid residence permit	Client's residence permit/ residence card

Additional important reminders:

- Authenticated Court Declaration of Presumptive Death (in special cases if death has only been presumed and declared as such by a court, according to Art. 390 & 391 of the Civil Code.
- Article 41 of the FAMILY CODE also provides that a marriage contracted by any person during the subsistence of a previous marriage shall be null and void, unless before the celebration of the subsequent marriage, the prior spouse had been absent for four consecutive years and the spouse present had a well-founded belief that the absent spouse was already dead.
- In case of disappearance where there is a danger of death under the circumstances set forth in the provisions of Articles 391 of the Civil Code, an absence of only two years shall be sufficient.
- For the purpose of contracting the subsequent marriage under the preceding paragraph, the spouse present must institute a SUMMARY PROCEEDING as provided in this Code for the declaration of presumptive death of the absentee, without prejudice to the effect of re-appearance of the absent spouse.)
- In addition, she must submit a Certificate of Finality of the Court Order/Decision issued by the Clerk of Court and Authenticated Birth Certificate of applicant, if passport is issued by DFA, RCO or another Post.

<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
<p>1</p> <p>Proceed to the reception area to get and fill out an ePassport Application Form</p> <p>If one has already accomplished the form (downloaded from website), present accomplished form to the processor for evaluation</p>	<p>Consular Officer (Processor) evaluates the submitted application form and requirements</p>	<p>NA</p>	<p>5 mins</p>	<p>Consular Officer</p>
<p>2</p> <p>Proceed to the Cashier for payment</p>	<p>FO collects payment</p>	<p>US\$60/HUF28,200</p>	<p>2 mins</p>	<p>Finance Officer</p>
<p>3</p> <p>Passport enrollment</p> <p>Read carefully the details encoded and ensure that all entries area correct before signing the conforme</p>	<p>CO encodes details and captures biometrics</p>	<p>NA</p>	<p>8 mins</p>	<p>Consular Officer</p>
<p>4</p> <p>Applicant to proceed to the reception area to present the official receipt and old passport. Old passport will be cancelled upon release of new passport.</p> <p>Or</p>	<p>Release of new passport (approximately 4-6 weeks turnaround time)</p> <p>CO will contact the applicant to inform him/her that the passport has already arrived from the diplomatic pouch.</p>	<p>NA</p>	<p>5 mins</p>	<p>Consular Officer</p>

<p>Applicant provides the Embassy with a self-addressed envelope, mails old passport to Embassy upon receipt by Embassy of the new passport</p> <p>Or</p> <p>Applicant provides the Embassy with a self-addressed envelope and leaves old passport at Embassy (upon renewal) for cancellation upon receipt of new passport</p>	<p>CO cancels old passport and releases new passport to the client.</p>			
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<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send feedback</b>	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter.
<b>How feedbacks are processed</b>	All feedbacks are read by the Embassy officers. These are lodged and reported to the headquarters. Areas for improvements are addressed.
<b>How to file a complaint</b>	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter. Client can also send an email directly to the contacts below. Please provide client's name and contact information and nature of complaint.
<b>How complaints are processed</b>	All written complaints are read by the Embassy officers and investigations are instigated depending on nature of the case. Complaints can be elevated depending on the gravity of the case.
<b>Contact Information of the Philippine Embassy in Budapest</b>	<b>Telephone number:</b> 00-36-1-391- 4300; <b>Duty Officer's Contact Number:</b> 00-36-30-202-17-60 <b>Email:</b> <a href="mailto:budapest.pe@dfa.gov.ph">budapest.pe@dfa.gov.ph</a>

**CITIZEN'S CHARTER**  
**Embassy of the Republic of the Philippines**  
**Budapest, Hungary**  
 2024 (2<sup>nd</sup> edition)



## Civil Registration Services

The forms and requirements are posted in the Embassy's official website. For civil registry-related concerns, clients are advised to communicate with Post's Consular Section (email: [budapest.pe@dfa.gov.ph](mailto:budapest.pe@dfa.gov.ph)).

### 1. REPORT OF BIRTH

<b>Office or Division:</b>	Consular Section	
<b>Classification:</b>	Complex to Highly Technical	
<b>Type of Transaction:</b>	G2C	
<b>Who may avail:</b>	Filipinos born abroad	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Personal appearance of the parent/s if child is minor		
Personal appearance if applicant is of legal age		
<b>A. FOR CHILD WITH MARRIED PARENTS</b>		Downloadable from Budapest PE's website ( <a href="http://www.budapestpe.dfa.gov.ph">www.budapestpe.dfa.gov.ph</a> )  Notary Public or Embassy for notarization of the application form
<b>A.1 If the Report of Birth is filed within 12 months after the child has been born</b>		
A.1.1 Five (5) original copies of duly accomplished Report of Birth forms  <i>Item 20 should be notarized by any notary public or the Consul at the Embassy</i>		



A.1.2 Foreign Birth Certificate with English translation (original and 5 photocopies)	Issuing Authority where the applicant was born
A.1.3 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate	PSA, Foreign Service Post, Issuing Authority where the marriage was solemnized
A.1.4. Passport of Filipino parent/s (valid at the time of the birth of the child)  -Photocopy of passport data page  - In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport	Client
A.1.5. Passport of parents (current/ valid passports)  -Photocopy of passport data page  -In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)	Client
A.1.6. Five (5) recent passport size photos of the child	Client
A.1.7. If Filipino parent/s acquired foreign citizenship and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Philippine Bureau of Immigration.	Client or BI
<p><b>A.2 If the Report of Birth is filed more than 12 months after the child has been born</b></p> <p>ALL above requirements plus:</p> <p>A.2.1. Notarized Affidavit of Delayed Registration</p>	<p>Any notary public or Affidavit can be executed in the Embassy</p>

<p align="center"><b>B. FOR CHILD WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</b></p> <p><b>B.1 If the Report of Birth is filed within 12 months after the child has been born</b></p> <p>B.1.1 Five (5) original copies of duly accomplished Report of Birth forms</p> <p><i>Item 20 should be notarized by any notary public or the Consul at the Embassy</i></p>	<p>Downloadable from Budapest PE's website (<a href="http://www.budapestpe.dfa.gov.ph">www.budapestpe.dfa.gov.ph</a>)</p> <p>Notary Public or Embassy for notarization of the application form</p>
<p>B.1.2 Foreign Birth Certificate with English translation (original and 5 photocopies)</p>	<p>Issuing Authority where the applicant was born</p>
<p>B.1.3. Passport of Filipino parent/s (valid at the time of the birth of the child)</p> <p>-Photocopy of passport data page</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of document and attached a copy of any valid ID or recent passport</p>	<p>Client</p>
<p>B.1.4. Passport of parents (current/ valid passports)</p> <p>-Photocopy of passport data page</p> <p>-In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or valid ID (permanent resident card)</p>	<p>Client</p>
<p>B.1.5. Five (5) recent passport size photos of the child</p>	<p>Client</p>
<p>B.1.6. Mother to execute: Notarized Affidavit to Use the Surname of the Father (AUSF)</p> <p>If executed abroad, the AUSF should be registered at the nearest Philippine Embassy or Philippine Consulate</p>	<p>Notary Public or Embassy/FSP</p>

<p>B.1.7. Father to execute: Notarized Affidavit of Acknowledgement of Paternity (APP)</p> <p>If executed abroad, the APP should be registered at the nearest Philippine Embassy or Philippine Consulate.</p>	<p>Notary Public or Embassy/FSP</p>
<p>B.1.8. If Filipino parent/s acquired foreign citizenship and re-acquired Philippine citizenship, submit certificate of naturalization of parents and re-acquisition certificates of parents and of the child. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship submit an Identification Certificate for Filipino Citizen issued by the Philippine Bureau of Immigration.</p>	<p>Client or BI</p>
<p>Valid residence permit</p>	<p>Client's residence permit/ residence card</p>
<p><b>B.2 If the Report of Birth is filed more than 12 months after the child has been born</b></p> <p>ALL above requirements plus:</p> <p>B.2.1. Notarized Affidavit of Delayed Registration</p>	<p>Any notary public or Affidavit can be executed in the Embassy</p>
<p><b>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</b></p> <p>Submit B.1.1 to B.1.5, and B.1.8. plus:</p> <p>PSA Birth certificate of the mother or Report of Birth (if born abroad)</p> <p>Notarized Affidavit of Illegitimacy executed by the mother</p> <p>If the Report of Birth is filed more than 12 months after the child has been born, client to submit a Notarized Affidavit of Delayed Registration</p>	<p>Philippine Statistics Authority</p> <p>Any notary public or Affidavit can be executed in the Embassy</p> <p>Any notary public or Affidavit can be executed in the Embassy</p>

<b>Client Steps</b>	<b>Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1 Proceed to the reception area and present the required documents and duly accomplished form (in case client has already downloaded from the Embassy's website)	Consular Officer to receive documents brought by the client	NA	2 mins	Consular Officer
2 Client fills-out the application form in case he/she has not downloaded from the Embassy's website	CO to guide client	NA	3-5 mins	Consular Officer
3 Client submits the duly filled-out application form to the Consular Officer for evaluation	If documents are found to be in order, CO issue official receipt, and inform applicant for the date of release (after 3 working days)	NA	3 mins	Consular Officer
4 Proceed to the Cashier for payment	FO collects payment	US\$25/HUF11,750	2 mins	Finance Officer
5 Release:  Proceed to the reception area to present the official receipt.	After collection of receipt, CO to locate the personal copy of the Report for release to the client.	NA	2 mins	Consular Officer

	<p>Approximate processing time is within a month of submission to Post.</p> <p>The processed ROB will be sent via diplomatic pouch to DFA OCA for onward transmittal to the PSA. Client will be provided with transmittal details by OCA and FSP, once available.</p> <p>Diplomatic pouch is once a month while OCA transmittal to PSA is weekly.</p>			
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## 2. REPORT OF MARRIAGE

<b>Office or Division:</b>	Consular Section		
<b>Classification:</b>	Complex to Highly Technical		
<b>Type of Transaction:</b>	G2C		
<b>Who may avail:</b>	Filipinos married abroad		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Personal appearance of the spouses			
Five (5) original copies of duly- accomplished forms of Report of Marriage		Downloadable from Budapest PE's website ( <a href="http://www.budapestpe.dfa.gov.ph">www.budapestpe.dfa.gov.ph</a> )	
Item 20 should be notarized by any notary public		Notary Public or Embassy for notarization of the application form	
Foreign Marriage Certificate with English translation (original and 5 photocopies)		Issuing Authority where the applicant was married	

<p>Birth Certificate of both parties</p> <p>For Filipino nationals - PSA Birth</p> <p>For Foreign nationals- Birth certificate issued by the country of birth with official English translation</p>	<p>Philippine Statistics Authority</p> <p>Issued by foreign country of birth with official English translation, if applicable</p>
<p>Passports of both parties valid at the time of marriage <u>and</u> current/ valid passport of both parties</p> <p>- Photocopies of data page</p> <p>- In case of unavailability, execute an Affidavit of Non-submission of Document and attached a copy of valid/ recent passport or ID</p>	Client
Five (5) recent passport size photos of the parties	Client
<p>Additional Requirement:</p> <p>If ROM being filed is more than one year from the date of marriage, clients to submit a Notarized Affidavit of Delayed Registration</p>	Any notary public or Affidavit can be executed in the Embassy

**REMINDERS:**

For Annulled or Legally Separated Filipino Spouse, submit copy of DFA Apostilled Marriage Contract issued by PSA with proper annotation

For Divorced Filipino Spouse, submit copy of Divorced Decree/ Certificate with judicial recognition from a competent Philippine court

For Widowed Filipino spouse, submit Death Certificate issued by PSA or Foreign death certificate of previous spouse (with English translation, if applicable)

For Divorced, Annulled or Legally Separated Foreign Spouse, submit copy of foreign decree/ decision (with English translation, if applicable)

For Widowed Foreign Spouse, submit Death Certificate of previous spouse (with English translation, if applicable)

<b>Client Steps</b>	<b>Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1 Proceed to the reception area and present the required documents and duly accomplished form (in case client has already downloaded from the Embassy's website)	Consular Officer to receive documents brought by the client	NA	2 mins	Consular Officer
2 Client fills-out the application form in case he/she has not downloaded from the Embassy's website	CO to guide client	NA	3-5 mins	Consular Officer
3 Client submits the duly filled-out application form to the Consular Officer for evaluation	If documents are found to be in order, CO issue official receipt, and inform applicant for the date of release (after 3 working days)	NA	3 mins	Consular Officer
4 Proceed to the Cashier for payment	FO collects payment	US\$25/HUF11,750	2 mins	Finance Officer
5 Release:  Proceed to the reception area to present the official receipt.	After collection of receipt, CO to locate the personal copy of the Report for release to the client.	NA	2 mins	Consular Officer

	<p>Approximate processing time is within a month of submission to Post.</p> <p>The processed ROM will be sent via diplomatic pouch to DFA OCA for onward transmittal to the PSA. Client will be provided with transmittal details by OCA and FSP, once available.</p> <p>Diplomatic pouch is once a month while OCA transmittal to PSA is weekly.</p>			
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### 3. REPORT OF DEATH

<b>Office or Division:</b>	Consular Section		
<b>Classification:</b>	Complex to Highly Technical		
<b>Type of Transaction:</b>	G2C		
<b>Who may avail:</b>	Next-of-kins of the Filipinos who died abroad may file for a Report of Death (ROD)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
Personal appearance of the NOKs for filing of the ROD			
Five (5) original copies of duly- accomplished forms of Report of Death		Downloadable from Budapest PE's website ( <a href="http://www.budapestpe.dfa.gov.ph">www.budapestpe.dfa.gov.ph</a> )	
Item 20 should be notarized by any notary public		Notary Public or Embassy for notarization of the application form	



<p>Original and five (5) photocopies of the following:</p> <ol style="list-style-type: none"> <li>1. Death Certificate</li> <li>2. Certificate of Sealing of Casket</li> <li>3. Autopsy/Embalming Report</li> </ol> <p>With English translation if document is in foreign language</p>	<p>Foreign Authority Philippine Foreign Service Post Foreign Authority</p>
<p>Latest passport of deceased – original and five (5) photocopies</p> <p>Additional requirement maybe requested to prove the Philippine citizenship of the deceased</p>	<p>Client</p>

<b>Client Steps</b>	<b>Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
<p>1</p> <p>Proceed to the reception area and present the required documents and duly accomplished form (in case client has already downloaded from the Embassy's website)</p>	<p>Consular Officer to receive documents brought by the client</p>	<p>NA</p>	<p>2 mins</p>	<p>Consular Officer</p>
<p>2</p> <p>Client fills-out the application form in case he/she has not downloaded from the Embassy's website</p>	<p>CO to guide client</p>	<p>NA</p>	<p>3-5 mins</p>	<p>Consular Officer</p>
<p>3</p> <p>Client submits the duly filled-out application form to the Consular Officer for evaluation</p>	<p>If documents are found to be in order, CO issue official receipt, and inform applicant for the</p>	<p>NA</p>	<p>3 mins</p>	<p>Consular Officer</p>

	date of release (after 3 working days)			
4 Proceed to the Cashier for payment	FO collects payment	US\$25/HUF11,750	2 mins	Finance Officer
5 Release:  Proceed to the reception area to present the official receipt.	<p>After collection of receipt, CO to locate the personal copy of the Report for release to the client.</p> <p>Approximate processing time is within a month of submission to Post.</p> <p>The processed ROD will be sent via diplomatic pouch to DFA OCA for onward transmittal to the PSA. Client will be provided with transmittal details by OCA and FSP, once available.</p> <p>Diplomatic pouch is once a month while OCA transmittal to PSA is weekly.</p>	NA	2 mins	Consular Officer

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send feedback</b>	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter.

<b>How feedbacks are processed</b>	All feedbacks are read by the Embassy officers. These are lodged and reported to the headquarters. Areas for improvements are addressed.
<b>How to file a complaint</b>	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter. Client can also send an email directly to the contacts below. Please provide client's name and contact information and nature of complaint.
<b>How complaints are processed</b>	All written complaints are read by the Embassy officers and investigations are instigated depending on nature of the case. Complaints can be elevated depending on the gravity of the case.
<b>Contact Information of the Philippine Embassy in Budapest</b>	<b>Telephone number:</b> 00-36-1-391- 4300; <b>Duty Officer's Contact Number:</b> 00-36-30-202-17-60 <b>Email:</b> <a href="mailto:budapest.pe@dfa.gov.ph">budapest.pe@dfa.gov.ph</a>

# CITIZEN'S CHARTER

## Embassy of the Republic of the Philippines

### Budapest, Hungary

2024 (2<sup>nd</sup> edition)



### **Notarial Services: AFFIDAVITS / SWORN STATEMENTS/ SPECIAL POWER OF ATTORNEY/ACKNOWLEDGEMENT/ NBI CLEARANCE APPLICATION**

Filipinos and foreign nationals can go to the Philippine Embassy in Budapest to avail of notarial services from Monday to Friday (9:00 AM to 4:00 PM).

Please note that the Embassy ceased its Authentication process with the implementation of Apostille on 14 May 2019. All of the seven countries under this Post's jurisdiction (Hungary, Bosnia and Herzegovina, Bulgaria, Moldova, Montenegro, Romania, and Serbia) have acceded to the Apostille Convention.

<b>Office or Division:</b>	Consular Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C	
<b>Who may avail:</b>	Filipino and foreign nationals who wish to have their documents notarized.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Personal appearance		Client has to appear in person and sign the document in front of the Consular officer which will then verify the client's identity and signature based on the passport / identification shown
Current passport – original and photocopy of data page and photocopy of amendment page, if any		Client's passport
Valid residence permit		Client's residence permit/ residence card

<b>Client Steps</b>	<b>Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1 Proceed to the reception area and submit the documents for notarization	Consular officer assesses documents brought	NA	1 min	Consular Officer
2 Client fills-out the application form	Consular Officer explains briefly how to fill out application form properly	NA	3 mins	Consular Officer
3 Client submits the duly filled-out application form to the Consular Officer for evaluation	If documents are found to be in order, CO issue official receipt, and inform applicant for the date of release (after 3 working days)	NA	2 mins	Consular Officer
4 Proceed to the Cashier for payment	FO collects payment	US\$25/HUF11,750	2 mins	Finance Officer
5 Release: Proceed to the reception area to present the official receipt.	CO after collection of receipt, locate the document for release to the client	NA	3 mins	Consular Officer

## For the NBI Clearance Fingerprinting

Filipino nationals residing in Post's jurisdiction who need to apply for an NBI clearance can obtain an NBI clearance form from the Embassy. The Consul can notarize said form containing the fingerprints and signature of the client. Afterwards, the client has to send said application form to the NBI and follow NBI's procedure for issuance of the NBI clearance.

<b>Office or Division:</b>	Consular Section	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C	
<b>Who may avail:</b>	Filipino nationals who wish to apply for NBI clearance can do the fingerprinting in the Embassy	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Personal appearance		Client has to appear in person and sign the document in front of the Consular officer and put his/her fingerprints on the NBI clearance form
Current passport – original and photocopy of data page and photocopy of amendment page, if any		Client
One Photograph, 2x2 size with plain white background taken within three (3) months before application		Client
Valid residence permit		Client

<b>Client Steps</b>	<b>Actions</b>	<b>Fees to be paid</b>	<b>Processing time</b>	<b>Person responsible</b>
1 Proceed to the reception area and fill out NBI application form and	Consular Officer Evaluates the duly filled-out NBI form and the submitted requirements If documents are found	NA	3 mins	Consular Officer

submit the necessary requirements	to be in order, issue official receipt			
2 Proceed to the Cashier for payment	FO collects payment	US\$25/HUF11,750	2 mins	Finance Officer
3 Undergo the required fingerprinting and specimen signature	NBI form will be released to the client afterwards	NA	3 mins	Consular Officer

<b>FEEDBACK AND COMPLAINTS MECHANISM</b>	
<b>How to send feedback</b>	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter.
<b>How feedbacks are processed</b>	All feedbacks are read by the Embassy officers. These are lodged and reported to the headquarters. Areas for improvements are addressed.
<b>How to file a complaint</b>	Fill out the client feedback form available at the reception counter. Drop the accomplished form in the designated drop box located at the reception counter. Client can also send an email directly to the contacts below. Please provide client's name and contact information and nature of complaint.
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