

CITIZEN'S CHARTER
Embassy of the Republic of the Philippines
Budapest, Hungary
 2025 (2nd 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).

Filipinos can go to the Philippine Embassy in Budapest to apply for their Civil registry documents. This consular service is available from Monday to Friday (9:00 AM to 4:00 PM).

1. CIVIL REGISTRY - REPORT OF BIRTH

Office or Division:	Consular Section	
Classification:	Complex to Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Filipinos born abroad	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Personal appearance of the parent/s if child is minor Personal appearance if applicant is of legal age <i>Personal appearance is waived if the Report of Birth form has already been notarized.</i>		
A. FOR CHILD WITH MARRIED PARENTS A.1 If the Report of Birth is filed within 12 months after the child has been born A.1.1 Five (5) original copies of duly accomplished Report of Birth forms		

<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 (www.budapestpe.dfa.gov.ph)</p> <p>Notary Public or Embassy for notarization of the application form</p>
<p>A.1.2 Foreign Birth Certificate with English translation (original and 5 photocopies)</p>	<p>Issuing Authority where the applicant was born</p>
<p>A.1.3 PSA Marriage Certificate/ Report of Marriage/ Foreign Marriage Certificate</p> <p>If parents are married only.</p>	<p>PSA, Foreign Service Post, Issuing Authority where the marriage was solemnized</p>
<p>A.1.4. 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>A.1.5. 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 visa or residence permit</p>	<p>Client</p>
<p>A.1.6. Five (5) recent passport size photos of the child</p>	<p>Client</p>
<p>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</p>	<p>Client or BI</p>

<p>Certificate for Filipino Citizen issued by the Philippine Bureau of Immigration.</p>	
<p>A.2 If the Report of Birth is filed more than 12 months after the child has been born ALL above requirements plus: A.2.1. Affidavit of Delayed Registration</p>	<p>Any notary public or Affidavit can be executed in the Embassy</p>
<p style="text-align: center;">B. FOR CHILD WITH UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE FATHER</p> <p>B.1 If the Report of Birth is filed within 12 months after the child has been born</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 (www.budapestpe.dfa.gov.ph)</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 parents valid ID (valid visa or residence permit)</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: 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>Certificate of Registration of the Legal instrument</p>	<p>Notary Public or Embassy/FSP</p> <p>FSP</p>
<p>B.1.7. Father to execute: 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>Certificate of Registration of the Legal instrument.</p>	<p>Notary Public or Embassy/FSP</p> <p>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 visa or residence permit</p>	<p>Client's residence permit/ residence card or visa</p>

<p>B.2 If the Report of Birth is filed more than 12 months after the child has been born</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>C. UNMARRIED PARENTS AND CHILD USING THE SURNAME OF THE MOTHER</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>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>

Client Steps	Actions	Fees to be paid	Processing time	Person responsible
<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>5 mins</p>	<p>Consular Officer</p>
<p>2</p> <p>Client fills-out the application form in case he/she has not downloaded</p>	<p>CO to guide client</p>	<p>NA</p>	<p>5-10 mins</p>	<p>Consular Officer</p>

from the Embassy's website				
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 Preparing and processing the documents by Consular Officer and For Consul's review, approval and signing the documents				
6 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. Approximate processing time is within a month of submission to Post.	NA	2 mins	Consular Officer

	<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. CIVIL REGISTRY - REPORT OF MARRIAGE

Office or Division:	Consular Section		
Classification:	Complex to Highly Technical		
Type of Transaction:	G2C		
Who may avail:	Filipinos married abroad		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		
Personal appearance of the spouses			
Five (5) original copies of duly-accomplished forms of Report of Marriage Item 20 should be notarized by any notary public	Downloadable from Budapest PE's website (www.budapestpe.dfa.gov.ph) 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		
Birth Certificate of both parties For Filipino nationals - PSA Birth	Philippine Statistics Authority		

For Foreign nationals- Birth certificate issued by the country of birth with official English translation	Issued by foreign country of birth with official English translation, if applicable
Passports of both parties valid at the time of marriage and current/ valid passport of both parties - Photocopies of 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 (valid visa or residence permit)	Client
Two (2) recent passport size photos of the parties	Client
Additional Requirement: If ROM being filed is more than one year from the date of marriage, clients to submit a Notarized Affidavit of Delayed Registration	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 Widow/ Widower 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).

Client Steps	Actions	Fees to be paid	Processing time	Person responsible
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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 Preparing and processing the documents by Consular Officer and				

For Consul's review, approval and signing the documents				
6 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. 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. Diplomatic pouch is once a month while OCA transmittal to PSA is weekly.</p>	NA	2 mins	Consular Officer

3. CIVIL RESGISTRY - REPORT OF DEATH

Office or Division:	Consular Section
Classification:	Complex to Highly Technical
Type of Transaction:	G2C

Who may avail:	Next-of-kins of the Filipinos who died abroad may file for a Report of Death (ROD)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
NOKs or informal can file for the ROD or can be sent through an agent as long as the form has been notarized already			
Five (5) original copies of duly-accomplished forms of Report of Death Item 20 should be notarized by any notary public		Downloadable from Budapest PE's website (www.budapestpe.dfa.gov.ph) Notary Public or Embassy for notarization of the application form	
Original and five (5) photocopies of the following: 1. Death Certificate 2. Certificate of Sealing of Casket 3. Autopsy/Embalming Report With English translation if document is in foreign language		Foreign Authority Philippine Foreign Service Post Foreign Authority	
Latest passport of deceased – original and five (5) photocopies Additional requirement maybe requested to prove the Philippine citizenship of the deceased		Client	

Client Steps	Actions	Fees to be paid	Processing time	Person responsible
1 Proceed to the reception area and present the required documents and duly accomplished form (in case client has already downloaded from	Consular Officer to receive documents brought by the client	NA	2 mins	Consular Officer

the Embassy's website)				
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 Preparing and processing the documents by Consular Officer and For Consul's review, approval and signing the documents				
6 Release: Proceed to the reception area to	After collection of receipt, CO to locate the personal copy of the Report for	NA	2 mins	Consular Officer

<p>present the official receipt.</p>	<p>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>			
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FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	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.
How feedbacks are processed	All feedbacks are read by the Embassy officers. These are lodged and reported to the headquarters. Areas for improvements are addressed.
How to file a complaint	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.
How complaints are processed	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.
Contact Information of the Philippine Embassy in Budapest	Telephone number: 00-36-1-391- 4300; Duty Officer's Contact Number: 00-36-30-202-17-60 Email: budapest.pe@dfa.gov.ph