CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES
SAN FRANCISCO

BAGONG PILIPINAS

CHECKLIST FOR REPORT OF MARRIAGE
(note: all documents must be mailed to The Philippine Consulate General in San Francisco, Attn: Civil Registry Section, 447 Sutter Street, San Francisco, California 94108)

1	Cover Letter	One (1) Cover letter indicating the request for a Report of Marriage with complete contact information (ex. mobile/telephone number, email address, and permanent address)
2	Report of Marriage Application Form	One (1) Application Form originally signed and notarized and three (3) photocopies of the notarized Application Form Entries must be printed/typewritten. Handwritten documents will not be accepted. Please use the fillable PDF link to accomplish the form: Report of Marriage (ROM) form (www.pcgsanfrancisco.org)
3	Affidavit of Delayed Registration (if application is filed more than (1) year after the marriage)	One (1) originally signed and notarized and three (3) photocopies of the notarized document
4	US Marriage License/Certificate (extended/long form indicating number of marriages contracted by both parties) For Online, Proxy, and Self-Solemnized Marriages	One (1) original/certified true copy (CTC) or notarized copy and four (4) photocopies of the original/certified true copy(CTC) or notarized copy of the document One (1) original and four (4) photocopies of Apostilled Marriage Certificate
5	Proof of Filipino Citizenship of Bride/Groom (at the time of marriage)	Four (4) photocopies of document showing proof of Filipino citizenship (e.g. US Naturalization Certificate and Dual Citizenship papers (Identification Certificate and Order of Approval), US Permanent Resident Card, Valid Visa or Work Permit)
6	Birth Certificates of Contracting Parties	Four (4) photocopies of the birth certificate, issued by the Philippine Statistics Authority (PSA), of the Filipino spouse and four (4) photocopies of the birth certificate of the foreign spouse
7	Valid IDs of Contracting Parties	Four (4) photocopies of a valid photo ID of both bride and groom (e.g. passport, driver's license or any government issued ID)
8	If the Filipino Citizen is a Widow/Widower	Four (4) photocopies of PSA or foreign death certificate
9	If the Filipino Citizen is Annulled or Divorced	Four (4) photocopies of one of the following: ● PSA Marriage Certificate with Annotation of Annulment or Divorce ● PSA Advisory on Marriage with Annotation of Annulment or Divorce ● Judicial Recognition of Annulment (JRA) or Judicial Recognition of Divorce (JRD) and Certificate of Finality ● Foreign Divorce/Annulment Decree
10	If Foreign Spouse was Previously Married or Widowed	Four (4) photocopies of Foreign Divorce Decree/s / Death Certificate
11	Non-refundable Processing Fee	Postal money order or cashier's check payable to the Philippine Consulate General. Cash or personal checks will not be accepted. ROB Processing Fee - USD 25.00
12	Return Envelope	One (1) prepaid self-addressed stamped legal size envelope: priority mail with tracking number, preferably USPS (do not use FedEx)

FOR FURTHER QUERIES AND/OR CONCERNS, PLEASE EMAIL THE CIVIL REGISTRY SECTION:
civil@pcgsanfrancisco.org.
Thank you.