



CHECKLIST FOR REPORT OF BIRTH (as of 04 February 2025)
(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 Birth with complete contact information (ex. mobile/telephone number, email address, and permanent address)
2	Report of Birth Form (ROB)	One (1) Application Form originally signed and notarized and three (3) photocopies of the notarized Application Form Entries must be computer printed/typewritten. Handwritten documents will not be accepted. Please use the fillable PDF link to accomplish the form: Report of Birth (ROB) form (www.pcg-sanfrancisco.org)
3	Affidavit of Delayed Registration of Birth (if application is filed more than (1) year after the birth.)	One (1) originally signed and notarized and three (3) photocopies of the notarized document
4	US Certificate of Live Birth	One (1) original or certified true copy and four (4) photocopies
5	Valid ID/US passport of the person to be registered (if available)	Four (4) photocopies
6	Marriage Certificate of Parents	Four (4) copies of PSA marriage certificate or foreign marriage contract
	6.1 If parents are not married at the time of birth	- Affidavit of Admission of Paternity (AAP) / Personal Handwritten Instrument (PHI) – executed by the father, if he is willing to acknowledge paternity; - Affidavit to Use the Surname of the Father (AUSF) – a. If the child is below seven (7) years old – executed by mother b. If the child is between seven (7) to 17 years old – executed by the child with Sworn Attestation (SA) executed by the mother c. If the child/applicant is already 18 years old and above – executed by the child/applicant. The Sworn Attestation is no longer needed. (Note: The affidavit/s and/or attestation need to be notarized and registered at the Philippine Consulate General. Personal appearance of the father and mother are required)
	6.2 If parents were married after the child's birth	One (1) original/notarized and three (3) copies of Joint Affidavit of Legitimation
7	Valid passport of both parents	Four (4) copies
8	Birth Certificate of both parents	Four (4) copies
9	Proof of Filipino Citizenship of Parent/s (at the time of birth of child)	Four (4) copies 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)
10	Non-refundable Processing fees	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
11	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.