



# CONSULATE GENERAL OF THE REPUBLIC OF THE PHILIPPINES CHICAGO

**PUBLIC ADVISORY NO. 02-2021**

## **PHILIPPINE CONSULATE UPDATED SCHEDULE OF SERVICES UNDER PHASE 4 OF ILLINOIS' REOPENING PLAN**

Following the Philippine Consulate's Public Advisory No. 34 dated 05 October 2020 announcing the resumption of the Consulate's onsite services effective 08 June 2020 and in line with Phase 4 of the State of Illinois' five-phased Reopening Plan, the Philippine Consulate General in Chicago is pleased to announce that beginning 01 October 2020, it is now open five (5) times a week, from Monday to Friday, from 9:00am to 4:00pm, except US and Philippine holidays, to service clients and Filipinos residing in the US Midwest, namely: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota and Wisconsin.

Passport services will be available every Monday, Wednesday and Friday, while the oath-taking ceremony for approved dual citizenship applicants will continue to be held every Tuesday and Thursday at the Consulate.

Likewise, registration for new Overseas Filipino voters for the May 2022 Philippine elections coming from the twelve (12) Midwest states have resumed since 01 August 2020 at the Consulate.

### **Health and Safety Regulations for Applicants Coming to the Consulate**

For the mutual protection of all clients and Consular personnel, the following regulations are hereby imposed:

1. A strict appointment system will be implemented in compliance with social distancing rules. No walk-ins will be allowed.
2. To make an appointment, the applicant must fill up and sign a Health Declaration Form.

Health Declaration Form in English: <http://www.chicagopcg.com/healthformenglish.pdf>

Health Declaration Form in Tagalog: <http://www.chicagopcg.com/healthformtagalog.docx>

3. Only clients with appointment will be allowed entry to the Consulate's client waiting area. Accompanying family members or friends of the client should wait outside the building, except for senior citizens and persons with disability (PWD) who may bring **one companion** to assist. Minor applicants (below 18 years old) should be accompanied by his/her mother; if the mother is not available, she may authorize the father in writing to accompany the minor. The accompanying person will also be required to submit a Health Declaration Form.
4. All clients are required to wear a face mask and bring their own hand sanitizer, rubbing alcohol and sanitary wipes. Clients must use them upon entering and exiting the Consulate premises.
5. Clients are also required to bring their own ballpen and use them for signing papers. No extra ballpen will be available inside the premises.
6. Persons who have a fever (38C or 100.4F temperature) or are feeling feverish (above 37C or 98.6F), have difficulty breathing, or have a cough or sore/dry/itchy throat should postpone their visit to the Consulate until they have become better and have contacted a health professional. Persons who exhibit flu-like symptoms (such as sore throat, cough, shortness of breath) shall not be allowed to enter the Consulate premises.
7. Those who have had close contact with persons with COVID-19 are advised to stay home as prescribed by health authorities.



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## Consular Services Available and Suspended until Further Notice

### 1. Passport Renewal

Application for passport renewal will be available every Monday, Wednesday and Friday, except US and Philippine holidays. The number of applicants will still be limited due to social distancing rules.

However, passport services remain suspended for applicants coming from states included in the Chicago Travel Order requiring 14-day quarantine upon arrival in Chicago. The list is updated every Tuesday and the Order takes effect every Friday.

This is the link to the Chicago Travel Order:

<https://www.chicago.gov/city/en/sites/covid-19/home/emergency-travel-order.html>

To schedule an appointment for passport renewal, pls email us at:

[chicagopcg.passportappointments@gmail.com](mailto:chicagopcg.passportappointments@gmail.com).

Pls also fill up and sign the Health Declaration Form when you email us for an appointment:

Health Declaration Form in English: <http://www.chicagopcg.com/healthformenglish.pdf>

Health Declaration Form in Tagalog: <http://www.chicagopcg.com/healthformtagalog.docx>

### 2. Release of New Passports

Releasing of new passports will be by mail only. Applicants should ensure that they can monitor or track their mailing envelopes in order to avoid the loss of their new passport. Old, expired or unexpired passport should be mailed to the Consulate for purposes of cancellation before the new passport will be mailed to the owner.

To check if your new passport is ready for release, please check our website at [www.chicagopcg.com](http://www.chicagopcg.com).

For inquiries, please email us at [chicagopcg.passport@gmail.com](mailto:chicagopcg.passport@gmail.com).

### 3. Notarial Services

Following the Philippines' accession to the Hague Convention Abolishing the Requirements of Legalization for Foreign Public Documents (or commonly known as the Apostille Convention) in May 2019, applicants for notarial services such as Special Power of Attorney, affidavits and other legal documents may use the Apostille system.

*Example: Anthony, who lives in Illinois, wants to execute a Special Power of Attorney (SPA), authorizing his sister, Marie, who is in the Philippines, to sign a contract to sell his condominium unit on his behalf. Anthony could have the SPA notarized by a competent notary public in Illinois and have the SPA apostilled at the Office of the Secretary of State of Illinois. Once the SPA is apostilled, Anthony could now send the SPA directly to his sister Marie in the Philippines, without going through the Philippine Consulate.*

For inquiries about notarial services, pls email us at [chicagopcg.notary@gmail.com](mailto:chicagopcg.notary@gmail.com).

The Philippine Consulate may still provide notarial services at its premises only under exceptional circumstances and on a case to case basis.



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## 4. Civil Registration

The Consulate continues to accept applications for Reports of Birth, Marriage and Death by mail. For the requirements, please check our website at [www.chicagopcg.com](http://www.chicagopcg.com).

Please mail your application to:  
The Philippine Consulate General  
122 S Michigan Ave. Suite 1600  
Chicago, Illinois 60603.

For inquiries on civil registration, pls email us at [chicagopcg.civil@gmail.com](mailto:chicagopcg.civil@gmail.com).

## 5. Citizenship Reacquisition or Retention under RA 9225 (Dual Citizenship)

Effective 07 September 2020, all applicants will be required to submit copies of the required documents via EMAIL for pre-processing and conditional approval. Once your application is conditionally approved, you will then be scheduled for the oath-taking ceremony at the Consulate. However, the number of people will still be limited due to social distancing rules.

During the day of the oath-taking, applicants are required to bring the necessary original documents for verification purposes and final approval. Failure to bring the original documents on the scheduled oath-taking may disallow the applicant to take the oath for citizenship reacquisition/retention. When this happens, the applicant may be rescheduled to another date until the original documents are presented.

For more information on how to apply for citizenship reacquisition/retention, pls email us at [dualcitizenship.chicagopcg@gmail.com](mailto:dualcitizenship.chicagopcg@gmail.com).

Once your schedule for oath-taking is confirmed, you will be required to fill up and sign a Health Declaration Form.

Health Declaration Form in English: <http://www.chicagopcg.com/healthformenglish.pdf>  
Health Declaration Form in Tagalog: <http://www.chicagopcg.com/healthformtagalog.docx>

## 6. Philippine Visa

For the latest visa regulations, please check our Public Advisory 01-2021 dated 01 January 2021 which is posted on our website. For inquiries, you may email us at [chicagopcg.visa@att.net](mailto:chicagopcg.visa@att.net).

**Chicago, 01 January 2021**