

SCHEDULE OF CONSULAR OUTREACH SERVICES FOR 2019

DESTINATION	DATE	PROCESSING TIME	NO. OF SLOTS FOR PASSPORT APPLICANTS	VENUE	CONTACT PERSON	STATUS
Fairfield, Ohio	04 May 2019	8:00 a.m.– 7:00 p.m.	200	5331 S. Gilmore Road Fairfield, Ohio 45014	Mr. Ceasar A. Balarbar (Passport) pcgoutreach.fairfield2019@gmail.com Mr. Jerwin I. Mamalateo (Dual Citizenship & Documents) (312) 583-0621 Ext. 11 dualcitizenship.chicagopcg@gmail.com	Confirmed

PLEASE TAKE NOTE OF THE FOLLOWING INSTRUCTIONS:

A. For Passport Applications

1. APPLICANTS SHOULD REGISTER PRIOR TO THE SCHEDULED CONSULAR SERVICE TO GET AN APPOINTMENT SLOT FOR THAT DAY. NO WALK IN APPLICANTS WITHOUT PRIOR APPOINTMENTS WILL BE ACCEPTED. TO REQUEST AN APPOINTMENT, APPLICANT SHOULD SEND AN EMAIL TO THE CONSULATE AT pcgoutreach.fairfield2019@gmail.com WITH A COPY OF THEIR PASSPORTS (FOR RENEWAL) OR BIRTH CERTIFICATES (FOR FIRST-TIME APPLICATION) ON OR APRIL 29, 2019;
2. APPLICANTS ARE REQUESTED TO INDICATE THE FOLLOWING INFORMATION IN THEIR EMAIL:

a) COMPLETE NAME OF THE APPLICANT;	e) CIVIL STATUS;
b) DATE OF BIRTH;	f) CITIZENSHIP; AND
c) PLACE OF BIRTH;	g) LOCATION OF THE CONSULAR OUTREACH.
d) SEX;	
3. CONSIDERING THAT THE CONSULAR OUTREACH SERVICE WILL BE A ONE-DAY ACTIVITY ONLY, ACCEPTANCE OF REGISTRATION WILL BE LIMITED TO 200 APPLICATIONS ON A FIRST-COME, FIRST-SERVED BASIS. ACCEPTANCE OF REGISTRATIONS WILL BE CLOSED ONCE THE LIMIT OF 200 PASSPORT APPLICATIONS HAS BEEN REACHED. THE CONSULATE WILL ANNOUNCE THROUGH ITS FACEBOOK PAGE (PHinChicago) AND WEBSITE (www.chicagopcg.dfa.gov.ph) ONCE THE LIMIT HAS BEEN REACHED;

4. APPLICATIONS SHOULD BE SUBMITTED TO THE PASSPORT PROCESSOR AT THE CONSULAR VENUE DURING THE SERVICE. APPLICANTS ARE REQUIRED TO PRESENT THE SUPPORTING DOCUMENTS (ORIGINALS AND PHOTOCOPIES) WITH THEIR APPLICATIONS TO ATTENDING CONSULATE OFFICER. APPLICATIONS WITH MISSING REQUIREMENTS WILL NOT BE ENTERTAINED AND PROCESSED. APPLICANTS ARE ADVISED TO VISIT THE CONSULATE'S OFFICIAL WEBSITE AT www.chicagopcg.com/forms_eppt.html TO ENSURE THEY HAVE ALL THE REQUIREMENTS.

B. For Dual-Citizenship Applications

1. APPLICATIONS MUST BE SUBMITTED TO THE PHILIPPINE CONSULATE GENERAL IN CHICAGO (122 S. MICHIGAN AVE. STE. 1600, CHICAGO, IL 60603), FOR PRE-PROCESSING. WHEN SENDING APPLICATIONS, APPLICANTS SHOULD INDICATE IN THE FACE OF THE MAILING ENVELOPE THE PHRASE "CONSULAR SERVICE IN FAIRFIELD" TO ENSURE THEY WILL NOT BE MIXED WITH APPLICATIONS INTENDED FOR PROCESSING AT THE CONSULATE;
2. DEADLINE FOR THE SUBMISSION OF APPLICATIONS/PETITIONS IS 29 APRIL 2019. APPLICATIONS/PETITIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED. MOREOVER, THE CONSULATE GENERAL WILL NOT BE RESPONSIBLE FOR ANY MISSING, MISROUTED OR MISHANDLED MAILS;
3. APPLICANTS ARE ADVISED TO CHECK THE REQUIREMENTS AND THE DOWNLOADABLE PETITION OR APPLICATION FORM AT THE CONSULATE'S OFFICIAL WEBSITE: www.chicagopcg.dfa.gov.ph. EXCEPT FOR THE ACCOMPLISHED APPLICATION FORM AND THE PHOTOGRAPHS, APPLICANTS MAY SUBMIT JUST PHOTOCOPIES OF THE REQUIREMENTS ALONG WITH THE APPLICATION FORM TO THE CONSULATE. HOWEVER, APPLICANTS ARE ADVISED TO BRING THE ORIGINALS AT THE CONSULAR VENUE FOR PRESENTATION TO THE PROCESSING OFFICER; AND
4. APPLICANTS WILL BE SERVED IN THE ORDER THE APPLICATIONS ARE RECEIVED BY THE CONSULATE. THEY WILL BE INFORMED OF THEIR APPOINTMENT TIMES BY EMAIL; AND
5. IF THEIR APPLICATIONS ARE APPROVED, APPLICANTS WILL TAKE THEIR OATHS IN BATCHES BETWEEN 2:00 P.M. AND 5:00 P.M. ON SATURDAY, 04 MAY 2019. THOSE TAKING THEIR OATHS ARE REQUESTED TO WEAR COAT-AND-TIE OR BARONG TAGALOG.

C. Applications for Other Services

1. APPLICATIONS FOR CIVIL REGISTRY (e.g. REPORT OF MARRIAGE AND REPORT OF BIRTH) AND NOTARIALS (e.g. SPECIAL POWER OF ATTORNEY, AUTHENTICATION, CERTIFICATION, ETC.) SHOULD BE SUBMITTED AT THE CONSULAR OUTREACH VENUE DURING THE SERVICE. APPLICANTS ARE REQUIRED TO PRESENT THE SUPPORTING DOCUMENTS (ORIGINALS AND PHOTOCOPIES) WITH THEIR APPLICATIONS TO ATTENDING PHILIPPINE CONSULATE OFFICER. APPLICATIONS WITH MISSING REQUIREMENTS WILL NOT BE ENTERTAINED AND PROCESSED. APPLICANTS ARE ADVISED TO VISIT THE CONSULATE'S OFFICIAL WEBSITE AT www.chicagopcg.dfa.gov.ph TO ENSURE THEY HAVE ALL THE REQUIREMENTS; AND

2. APPLICANTS DO NOT HAVE TO GET AN APPOINTMENT. THEY WILL BE SERVED ON A FIRST-COME, FIRST SERVED BASIS.

D. Order of Activities

THE CONSULAR SERVICES WILL START AT 8:00 A.M.

E. MODE OF PAYMENT FOR CONSULAR SERVICE FEES TENDERED AT THE VENUE: CASH ONLY