

SCHEDULE OF CONSULAR OUTREACH SERVICES FOR 2019

DESTINATION	DATE	PROCESSING TIME	NO. OF SLOTS FOR PASSPORT APPLICANTS	VENUE	CONTACT PERSON	STATUS
Wichita, Kansas	03 August 2019	8:00 a.m.– 7:00 p.m.	200	Hampton Inn and Suites, Wichita Airport 7230 W. Harry St., Wichita, KS 67209	Mr. Ceasar A. Balarbar (Passport) wichita.pcgoutreach2019@gmail.com Mr. Jerwin I. Mamalateo (Dual Citizenship & Documents) (312) 583-0621 Ext. 11 Jerwin.pcg@gmail.com	Confirmed

PLEASE TAKE NOTE OF THE FOLLOWING INSTRUCTIONS:

A. For Passport Applications

1. Register prior to the scheduled consular service to get an appointment for that day. No walk-in applicants without prior appointments will be accepted. To request an appointment, applicants send an email to the Consulate at wichita.pcgoutreach2019@gmail.com and attach a copy of the passport (for renewal) or birth certificate (for first-time application and those renewing old green or brown passport) **on or before 29 July 2019**;
2. Indicate the following information in your 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. The consular outreach service will be one-day activity only. Hence, acceptance of registration will be limited to **200 applications** on a first come-first served basis. Registration will be closed once the limit of 200 passport applications has been reached. Visit the Consulate’s Facebook page (PHinChicago) and website (www.chicagopcg.dfa.gov.ph) to see if registration is still open;

4. Submit the passport application with supporting documents (original and copies) to the Passport Processor at the venue of consular outreach. Applications with incomplete requirements will not be entertained and processed. Visit the Consulate's official website at www.chicagopcg.com/forms_eppt.html to check all the requirements.

B. For Dual-Citizenship Applications

1. Mail application to the Philippine Consulate General in Chicago (122 S. Michigan Ave., Suite 1600, Chicago, Illinois 60603), for pre-processing. Indicate in the face of the mailing envelope the phrase "Consular Service in Wichita" to ensure the application will be processed and released during the outreach in Wichita.
2. Deadline for the submission of applications/petitions is on 29 July 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. 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 or petition and the photographs, applicants may submit just photocopies of the requirements to the Consulate. However, make sure to bring the originals at the venue of the consular outreach for presentation to the Processing Officer;
4. You will be served in the order your applications are received by the Consulate. You will be informed of your appointment times by email; and
5. Approved applicants will take their oaths in batches between 2:00 p.m. and 5:00 p.m. on Saturday, 03 August 2019. Those taking their oaths are requested to wear business attire or Filipiniana (barong).

C. Applications for Civil Registry (e.g. Report of Marriage and Report of Birth) and Notarials (e.g. Special Power of Attorney, Authentication, Certification, etc.)

Applications should be submitted at the venue of the consular outreach during the service. Applicants are required to present the supporting documents (originals and photocopies) with their applications to the attending Philippine Consulate officer. Applications with incomplete requirements will not be entertained and processed. Visit the Consulate's official website at www.chicagopcg.dfa.gov.ph to check all the requirements.

D. Mode of payment for consular service fees tendered at the venue: Cash Only