

REPORT OF BIRTH

Paalala: Para sa kaligtasan ng mga kliyente ng Konsulado habang mayroon pang Covid-19 pandemic, aanyayahin lamang po ang mga kliyente na pumasok sa konsulado sa oras ng kanilang cita/appointment. Hindi po kailangang maghintay sa labas na Konsulado para pumila dahil ang may mga appointment po ang papapasukin sa oras nila. Para masiguradong magkakaroon ng dalawang metro na distansya ang mga kliyente bilang pagsunod sa Covid-19 safety measures, kung hindi pa oras ng inyong appointment, bumalik po sa tamang oras.

IMPORTANT: Please read carefully and follow **STEP 1 to STEP 5** for your application. Click on the links to download the forms.

STEP 1 Secure an appointment

Please visit <http://barcelonapcg.timetap.com/> and choose the service you need. An email confirmation will be sent you. If you have chosen the wrong appointment or date/time, please make sure to cancel the appointment to allow others to secure a booking.

STEP 2 Prepare the following requirements:

A. Original and Five (5) photocopies of the following:

1. Birth Certificate issued by Spanish Civil Registry (*Certificado Literal de Nacimiento*) translated in English.
2. Passport of parents
3. Marriage contract issued by the Philippine Statistics Authority (PSA).
4. Non-refundable fee of 22.50 Euros, payable cash only.

B. Five (5) Originals of duly completed **Report of Birth**, with each form signed by the parents.

STEP 3 Prepare these additional requirements **if applicable** to you:

Note: **Click on the link to download the forms.** Please fill up the form before coming to the Consulate.

Additional requirements for **parents who are not legally married**:

1. [Affidavit of Acknowledgment of Paternity and Consent to Use the Surname of the Father \(AAP\)](#) to be executed by the father.
2. [Affidavit to Use the Surname of the Father \(AUSF\)](#) to be executed by the mother.
3. Fee of 22.50€ in cash

Additional requirements for **single mothers**:

1. [Affidavit of Illegitimacy](#) to be executed by the mother.

For Reports of Birth of children **older than 12 months**, additional requirements are as follows:

1. [Affidavit of Late Registration](#).
2. Certificate of "No Birth Record" from the Philippine Statistics Authority (PSA).
3. Fee of 22.50€ in cash

STEP 4 As a safety protocol against Covid-19, the applicant is requested to:

1. Make sure all the forms have been filled up and ready for submission prior to going to the Consulate.
2. Bring all the requirements and a copy of this confirmation email.
3. Only the applicant/s may enter the Consulate. Please come alone (no companions except if the applicant is a minor).
4. Bring own pen
5. Wear a mask.

Do not come if you have a fever or other Covid-19 symptoms. Please reschedule your appointment using the links in the confirmation email sent to you.

Note: Due to the Covid-19 pandemic, please do not bring the child/ren to the Consulate. Only the parents are required to report the birth of a child.

STEP 5 At the Consulate:

Personal appearance of the executor / signatory of the document is required. The original document must be signed in the Consulate.

For your own safety and comfort, please come at your scheduled time.

If you arrive earlier, you will be asked to return at your scheduled appointment.

There is no need to ring the doorbell or knock on the door. You will be invited to enter the Consulate only at your appointment time to avoid crowding in an enclosed space.