



Citizen's Charter

CIVIL REGISTRY SERVICES Window 2

Telephone number: (966) 12-6696303 local 124 e-Mail: consular@pcgjeddah.org

AVAILABILITY OF SERVICES

Sunday – Thursday: 8:00 am to 5:00 pm (no lunch break)

WHO MAY AVAIL

All Filipino citizens, their families and spouses

WHAT ARE THE REQUIREMENTS:

A. REPORT OF BIRTH (ROB)

- Six (6) copies of the Arabic Birth Certificate (BC)
- Six (6) copies of the English translation of the BC
- Six (6) copies of the Birth Notification from the Hospital, if no Birth Certificate is available. Execute Affidavit as well
- Two (2) copies of the duly authenticated Marriage Contract of the parents
If not married, father must execute an Affidavit of Paternity to allow the child to use his Surname
- Two (2) copies of the passport & Iqamah of the Parents
- For delayed registration of birth, parents must execute an Affidavit of Delayed Registration
- For parent(s) with discrepancy, they must execute an Affidavit of Discrepancy by the present parent
- If abandoned by father/mother, Affidavit of Abandonment by the present parent

B. REPORT OF MARRIAGE (ROM)

- Duly accomplished Report of Marriage Form
- Original and 5 copies of the Marriage Contract duly stamped by Saudi Ministry of Foreign Affairs (KSA-MFA)
- Original and 5 copies of the English translation of the Marriage Contract
- Five (5) copies of the passport and iqamah of the contracting parties

C. CONVERSION TO ISLAM (CTI)

- Duly accomplished Report of Conversion to Islam Form (4 copies)

- Original and copy of the Conversion Certificate
- Duly accomplished application for Certification
- Passport and Iqamah copies of the applicant

D. PETITION FOR CORRECTION OF ENTRY IN THE BIRTH CERTIFICATE OR MARRIAGE CONTRACT (PCE)

- Duly accomplished Petition for Correction of Entry
 - NSO copy of the Birth Certificate or Marriage Certificate to be corrected
 - At least three (3) supporting documents showing the correct entry or entries
 - Passport copy of the Petitioner
- Note:** Release of OCRG-NSO (Manila) Affirmation or Denial after 6 months to 1 year after Petition was transmitted by the Consulate to DFA Manila.

E. SOLEMNIZATION OF MARRIAGE (SOM)

- Duly accomplished Forms for marriage
- Duly authenticated NSO Certificate of No Record of Marriage (CENOMAR)
- Copy of authenticated NSO Birth Certificate
- Duly authenticated NSO Death Certificate, if widowed
- Passport copies of the applicants
- Copy of the Iqamah of the applicants
- Affidavits of two (2) witnesses
- Passport and Iqamah copies of the witnesses
- Two (2) colored passport size photos of the applicants with plain background
- Any IDs of applicants
- Affidavit of Consent of both parents, if applicant is 18 to 21 years of age

- Affidavit of Advice of both parents, if applicant is 21 to below 25 years of age
- Semi-Formal/Formal attire during the marriage ceremony

F. LEGAL CAPACITY TO CONTRACT MARRIAGE (LCCM)

- Duly accomplished forms for Legal Capacity to Contract Marriage
- Duly authenticated NSO Certificate of No Record of Marriage (CENOMAR)
- Copy of the Birth Certificate
- Passport copies of the applicant
- Copy of the data page of the passport of the future spouse

The Consulate General reserves the right to require the submission of additional supporting documents when necessary.

CIVIL REGISTRY FEES

Report of Birth	SR. 100
Report of Marriage	SR. 300
Conversion to Islam	SR. 200
Correction of Error	SR. 200/error
Solemnization of Marriage	SR. 540
Legal Capacity to Contract Marriage	SR. 200

Legend:

ROB – Report of Birth
ROM – Report of Marriage
CTI – Conversion to Islam
PCE – Petition for Correction of Entry
SOM – Solemnization of Marriage
LCCM – Legal Capacity to Contract Marriage

HOW TO AVAIL OF THE SERVICE:

PROCEDURE

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	Window 2	- Proceed to Window 2 to get forms - Submit duly accomplished forms and documents for evaluation	- Process and evaluate if documents are in order - Issue receipt - Advise applicant accordingly (i.e. date of release of the document, schedule of date of marriage, etc.)	10 minutes	Consular Assistant Consular Officer	n/a	ROB ROM CTI PCE SOM LCCM
2	Cashier Area	- Proceed to the Cashier for payment	- Accept payment and validate receipt.	2 minutes	Collecting Officer	Refer to the above Civil Registry Fees	Official Receipt

RELEASING

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	Releasing Area	- Applicant to present official receipt and wait for his/her name to be called - Check data/details in the document	- Receive official receipt and locate the document - Request applicant to acknowledge the document by affixing his/her signature in the receiving copy	3 minutes	Releasing Officer	n/a	ROB ROM CTI PCE SOM LCCM