

**CONSULAR OUTREACH IN MAPLEWOOD, MINNESOTA**

DESTINATION	DATE	PROCESSING TIME	NO. OF SLOTS FOR PASSPORT APPLICANTS	VENUE	CONTACT PERSON	STATUS
Maplewood, Minnesota	17 November 2018 18 November 2018	8:00 a.m.– 7:00 p.m. 8:00 a.m. – 12:00 noon	200 50	Philippine Center of Minnesota 1380 Frost Ave., Maplewood, Minnesota 55109	Mr. Manny Torres (651) 239-7852 <a href="mailto:emtor8571@yahoo.com">emtor8571@yahoo.com</a> Mr. Jun Nacionales nacionalesco@yahoo.com Mr. Darwin Yasis <a href="mailto:y_darwin@hotmail.com">y_darwin@hotmail.com</a> Mr. Dodge Flores <a href="mailto:dodgeflores@gmail.com">dodgeflores@gmail.com</a>	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 ENMAIL TO THE CONSULATE AT [chicagopcg.outreach@gmail.com](mailto:chicagopcg.outreach@gmail.com). WITH A COPY OF THEIR PASSPORTS (FOR RENEWAL) OR BIRTH CERTIFICATES (FOR FIRST-TIME APPLICATION) ON OR BEFORE 09 NOVEMBER 2018;**
2. **APPLICANTS ARE REQUESTED TO INDICATE THE FOLLOWING INFORMATION IN THEIR EMAIL:**
  - a) COMPLETE NAME OF THE APPLICANT;
  - b) DATE OF BIRTH;
  - c) PLACE OF BIRTH;
  - d) SEX;
  - e) CIVIL STATUS;
  - f) CITIZENSHIP; AND
  - g) LOCATION OF THE CONSULAR OUTREACH.
3. **CONSIDERING THAT THE CONSULAR OUTREACH SERVICE WILL ONLY BE A ONE-AND ONE-HALF-DAY ACTIVITY, ACCEPTANCE OF REGISTRATION WILL BE LIMITED TO 250 APPLICATIONS ON A FIRST-COME, FIRST-SERVED BASIS. ACCEPTANCE OF REGISTRATIONS WILL BE CLOSED ONCE THE LIMIT OF 250 PASSPORT APPLICATIONS HAS BEEN REACHED. THE CONSULATE WILL ANNOUNCE THROUGH ITS FACEBOOK PAGE (PHinChicago) AND WEBSITE ([www.chicagopcg.dfa.gov.ph](http://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](http://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 MINNESOTA" TO ENSURE THEY WILL NOT BE MIXED WITH APPLICATIONS INTENDED FOR PROCESSING AT THE CONSULATE;
2. DEADLINE FOR THE SUBMISSION OF APPLICATIONS/PETITIONS IS 09 NOVEMBER 2018. 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](http://www.chicagopcg.dfa.gov.ph). EXCEPT FOR THE ACCOMPLISHED APPLICATION FORM AND THE PHOTOGRAPS, 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, 17 NOVEMBER 2018. 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](http://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. THERE WILL BE A PROGRAM AT 9:00-9:30 A.M., WHERE REPRESENTATIVES FROM THE CONSULATE GENERAL'S PARTNER AGENCIES, SUCH AS THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA), NATIONAL LABOR RELATIONS BOARD (NLRB) AND EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC), MAY PARTICIPATE.

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