



Philippine Consulate General  
 122 S. Michigan Avenue Suite 1600  
 Chicago, IL 60603

DESTINATION	DATE	PROCESSING TIME	NO. OF SLOTS FOR PASSPORT APPLICANTS	VENUE	CONTACT PERSON
Des Moines, Iowa	22 Sept. 2018 & 23 Sept. 2018	8:00 a.m.– 7:00 p.m. 8:00 a.m. – 12:00 noon	180 <u>40</u> 220	World Financial Group Office 3711 – 1/2 , Des Moines, Iowa 50310	Mr. Roel Campos rfcampos@gmail.com 515-490-3293

**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, APPLICANTS SHOULD SEND AN EMAIL 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);**
  
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 JUST BE ONE AND A HALF DAY ACTIVITY, ACCEPTANCE OF APPOINTMENT REQUESTS WILL BE LIMITED TO 220 APPLICATIONS ON A FIRST-COME, FIRST-SERVED BASIS. REQUESTS FOR APPOINTMENT WILL BE GRANTED THROUGH EMAIL NOTIFICATION IN THE ORDER IN WHICH THEY ARE RECEIVED. ACCEPTANCE OF APPOINTMENTS WILL BE CLOSED ONCE THE LIMIT OF 220 PASSPORT APPLICATIONS HAS BEEN REACHED; AND**
4. **APPLICATIONS 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.**

#### **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 IOWA" TO ENSURE THEY WILL NOT BE MIXED WITH APPLICATIONS INTENDED FOR PROCESSING AT THE CONSULATE;**
2. **DEADLINE FOR THE SUBMISSION OF APPLICATIONS/PETITIONS IS 12 SEPTEMBER 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.**

### **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. ON SATURDAY, 22 SEPTEMBER, 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**