

**SCHEDULE OF CONSULAR OUTREACH SERVICES FOR 2018**

<b>DESTINATION</b>	<b>DATE</b>	<b>PROCESSING TIME</b>	<b>NO. OF SLOTS FOR PASSPORT APPLICANTS</b>	<b>VENUE</b>	<b>CONTACT PERSON</b>	<b>STATUS</b>
Parma, Ohio	26 May 2018	8:00 a.m.–6:00 p.m.	160	Bethany Assembly of God Gymnasium 6195 Broadview Road Parma, OH 44134	Mr. Nemy Lapurga <a href="mailto:Nlapurga@aol.com">Nlapurga@aol.com</a> 440-843-8545 440-292-5413	Confirmed
Southfield, Michigan	30 Jun 2018	8:00 a.m.–6:00 p.m.	160	Philippine American Community Center in Michigan 17356 Northland Park Court Southfield, MI 48034	Mr. Jeffrey Vedula <a href="mailto:veduai@gmail.com">veduai@gmail.com</a> 313-268-9631	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, 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) <b>COMPLETE NAME OF THE APPLICANT;</b>	e) <b>CIVIL STATUS;</b>
b) <b>DATE OF BIRTH;</b>	f) <b>CITIZENSHIP; AND</b>
c) <b>PLACE OF BIRTH;</b>	g) <b>LOCATION OF THE CONSULAR OUTREACH.</b>
d) <b>SEX;</b>	
  
3. **CONSIDERING THAT THE CONSULAR OUTREACH SERVICE WILL JUST BE A ONE-DAY ACTIVITY, ACCEPTANCE OF APPOINTMENT REQUESTS WILL BE 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 160 PASSPORT APPLICATIONS FOR EACH LOCATION 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 FRONT OF THE MAILING ENVELOPE THE PHRASE "CONSULAR SERVICE IN OHIO" OR "CONSULAR SERVICE IN MICHIGAN," AS THE CASE MAYBE, TO ENSURE THEY WILL NOT BE MIXED WITH APPLICATIONS INTENDED FOR PROCESSING AT THE CONSULATE;
2. DEADLINE FOR THE SUBMISSION OF APPLICATIONS/PETITIONS IS 18 MAY 2018 FOR PARMA, OHIO; AND 22 JUNE 2018 FOR SOUTHFIELD, MICHIGAN. 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 WITHOUT OR 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 10:00 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**