



CITIZEN'S CHARTER

Philippine Embassy in Pakistan

27 November 2012

CONSULAR WORKING SCHEDULE
9:00 A.M. TO 12:00 NOON-RECEIVING
2:00 P.M. TO 3:00 P.M. RELEASING

OFFICE WORKING HOURS
MONDAY TO FRIDAY 8:00 A.M. TO 5:00 P.M.
SATURDAY, SUNDAY & HOLIDAYS - CLOSED.

Philippine Embassy Islamabad, Pakistan
Make a difference...
REGISTER NOW!
**Oversens
Absentee
Registration**
From 1 November 2012
To 31 October 2013

POSTAL NO.
7-A
ISLAMABAD
522

Citizen's Charter

Philippine Embassy in Pakistan

1. Assistance to Nationals Section
2. Consular Section



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Philippine Embassy Islamabad, Pakistan
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Registration
From 1 November 2017
To 31 October 2017

ROUTE NO
7-A
DUBLIN ROAD
522

Assistance to Nationals Section



Vision

To advance the interest of the Philippines and the Filipino people in the world community

Mission

The Department of Foreign Affairs is the prime agency of government responsible for the pursuit of the State's foreign policy and the nerve center for a Foreign Service worthy of the trust and pride of every Filipino.

We are an organization of competent, dedicated and highly motivated personnel, who devote their energies to the benefit of the Filipino people.

We implement foreign policy with the highest standards of professionalism and commitment.

We pursue bilateral, regional and multilateral relations to advance the interest of the Philippines and the Filipinos.

We build partnerships with national security and development agencies, think-tanks and the academe, the private sector, the media and civil society in the interest of the nation and the people.

We endeavour to promote regional and global cooperation in order to achieve peace, prosperity and stability.

In the global arena, we work for social justice especially for the poor, human rights and fundamental freedoms, and a democratic way of life.

We are committed to secure a world free from serious environmental degradation, transnational crime and proliferation of nuclear weapons.

Our missions abroad are the partners of Filipinos overseas in the pursuit of the national interest and in the promotion and protection of their rights and well-being.

We have a highly responsive system, which ensures effective delivery of services.

Our personnel are our greatest asset. We are committed to the personal, professional and career development of each employee.

In pursuit of our goals, we strive for and live by the principles of excellence, integrity and patriotism.

ASSISTANCE TO NATIONALS SECTION

Contact Details

Embassy Website : www.isdpe.com.pk
Email Address : islamabad.pe@dfa.gov.ph
isdpe@isb.comsats.net.pk
Telephone Nos. : +9251-265-3661/3664
Fax : +9251-265-3665

Office Working Schedule

Monday – Friday, from 8:00 am to 5:00pm



Issuance of the “No Objection Certificate” for the shipment of remains of deceased Filipino nationals

Who may avail of the service
Employer of the deceased Filipino
Next-of-kin of the deceased

Requirements

Copy Philippine Passport of the deceased
Death certificate from the hospital (with English translation)
Police Report (with English translation)
Letter of Acceptance of human remains from the family of the deceased

Applicable Fees

None

Procedure

Client should submit the above documents for review by the ATN staff.
ATN staff will interview the client on the circumstances of the death, and obtain other pertinent information.
The “No Objection Certificate” will be prepared and signed by the duly authorized consular officer, with the Embassy seal.

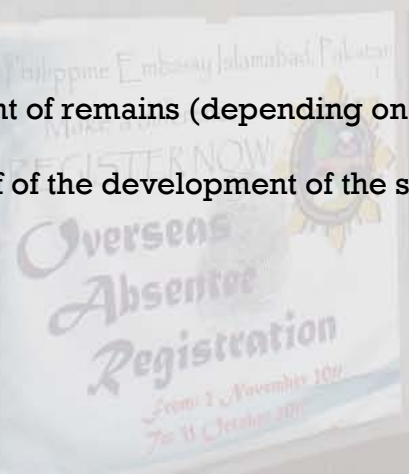
Duration of Transaction

30 minutes

*one week to effect shipment of remains (depending on the availability of flight)
*Client should inform the ATN staff of the development of the shipment of the remains by phone or email.

Whereabouts

Who may avail of the service
Next-of-kin of the missing Filipino



Requirements

- Marriage Contract authenticated by DFA (if client is spouse)
- Birth Certificate of client authenticated by DFA (if client is child)
- Original Philippine Passport of the Client
- Copy of employment contract of subject
- Other supporting documents



*Cases of missing Filipinos are usually endorsed to Post by the relatives of the Filipino through the Department of Foreign Affairs.

Applicable Fees

None

Procedure

- Client fill-out the Request for Assistance Form.
- The ATN staff will review the accomplished Request for Assistance form and receive the required documents set forth above as well as other pertinent information

Duration of Transaction

1 hour

Jail Visitation/Assistance to Detained Filipinos

Who may avail of the service

- Detained Filipino nationals
- Next-of-kin of detained Filipino nationals
- Other Government Agencies

Requirements

- Original Philippine Passport of the detained Filipino
- Other supporting documents

Applicable Fees

None

Procedure

ATN staff will provide Client with the Request for Assistance Form for the latter to fill-out.



The ATN staff will review the accomplished Request for Assistance form and receive the required documents set forth above as well as obtain from client contact information of the detainee, details of detention and other pertinent information. ATN staff prepares report to be submitted to the DFA through OUMWA within 5 calendar days.



Note: Jail visitations/consular assistance are extended to Filipinos who are detained on charges of violating local laws. Conduct of such visits is made upon the approval of the concerned authorities of the host country.

CONSULAR SECTION

Contact Details

Embassy Website : www.isdpe.com.pk
Email Address : islamabad.pe@dfa.gov.ph
isdpe@isb.comsats.net.pk
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POSTAL NO.
7-A
BAGUIO ROAD
422

Consular Section

Consular Section Contact Details

Embassy website: www.isdpe.com.pk

E-mail Address: islamabadpe@dfa.gov.ph

isdpe.comsats.net.pk

Telephone No.: 92-51-2653665



Office Working Schedules:

Monday – Friday, from 8:00 to 5:00pm

Monday – Friday, from 8:00 to 5:00pm (Passport applications and releasing only, Philippine Nationals)

Monday – Friday, from 2:00 to 5:00pm (Visa releasing)

MISSION

The Consular Section of the Philippine Embassy in Islamabad shall be the arm of the Philippine Government in the delivery of consular services to Filipino nationals and other clients in the Islamic Republic of Pakistan and all the other countries under its jurisdiction.

VISION

All Filipinos and other clients in the Islamic Republic of Pakistan and all the other countries under the jurisdiction of the Philippine Embassy enjoy prompt, efficient and courteous consular services through a highly responsive system manned by competent, dedicated and highly motivated personnel discharging their duties with utmost professionalism, integrity and honesty.



Schedule of Services

Who may avail of the services:

All Filipino Citizens

Requirements:

PASSPORT SERVICES

FOR FIRST TIME PASSPORT APPLICANT/NEW BORN

- Personal Appearance
- Duly accomplished passport application form
- Copy of **Report of Birth**
- Photocopy of parents passport

Procedures:

- Apply for ROB at Front Window
- Fill up e-passport application form
- Proceed to Encoding/Enrolment Area for data capturing
- Proceed for Payment

Payment

- Rs. 6,000.00/ USD 60.00 – E-passport
- Rs. 2,500.00/USD 25.00 – Report of Birth

PASSPORT RENEWAL APPLICANT

- Confirmed passport renewal applicant
- Duly accomplished passport application form
- Personal appearance
- Original passport
- Photocopy of the data page of passport

For married women who wants to use the surname of spouse:

- Marriage Contract (MC) in Security Paper (SECPA) issued by NSO authenticated by DFA

Procedures:

- Fill up e-passport application form
- Proceed to Encoding/Enrolment Area for data capturing
- Proceed for payment

Payment:

- Rs. 6,000.00/ USD 60.00 – E-passport

REPLACEMENT OF LOST PASSPORT



- Passport application form
- Police report of lost passport with English Translation
- Copy of lost passport (if available) and identification documents
- Affidavit of lost passport

Procedures:

- Submit the filled up e-passport application form together with Police report of lost passport and affidavit of lost passport
- Comeback after 15 working days to get the application form and proceed to Encoding/Enrolment Area for data capturing

Payment:

- Rs. 2,500.00/USD 25.00 – affidavit of lost
- Rs. 9,000.00/USD 90.00 – if lost of Green/MRP passport
- Rs. 15,000/USD 150.00 – if lost E-passport

Releasing:

- 30 - 45 days from the time of application, applicant must verify first from the Embassy staff the availability of passport.
- Monday to Friday, from 1PM to 5PM
- If the applicant cannot come personally to pick up the new passport, he/she may authorize another person to pick up the passport
- Bring the old passport and the receipt

AUTHENTICATION/NOTARIALS/CERTIFICATION AND ATTESTATION OF DOCUMENTS

Requirements:

- Original document attested by the Ministry of Foreign Affairs of Pakistan
- Photocopy of the document
- Copy of passport or iqama

Procedures:

- Submit the documents needed at front window for processing
- Proceed for payment

Payment:

- Rs. 2,500.00/USD 25.00 for every document

Releasing Time:

- For SPA and Contracts releasing will be 7 (seven) working days

REPORT OF BIRTH



Requirements:

- Duly accomplished Report of Birth form
- Birth certificate with English translation attested by the Ministry of Foreign Affairs of Pakistan
- Passport copy of parents
- Marriage contract of parents authenticated by DFA /PE /PCG/PC or by the Pakistan Ministry of Foreign Affairs, if solemnized in Pakistan (with English translation)
- Affidavit of Delayed Registration of Birth, if not reported 1 year after the birth.

Procedures:

- Prepare 5 copies of the accomplished Report of Birth form and 5 sets of the required documents and submit to Front Window
- Proceed for payment

Payment:

- Rs. 2,500.00/ USD 25.00 – Report of Birth
- Rs. 2,500.00/USD 25.00 – Affidavit of Delayed Registration of Birth

Releasing:

- Releasing of signed ROB will be on releasing will be 7 (seven) working days

REPORT OF MARRIAGE

Requirements:

- Duly accomplished Report of Marriage Form
- Marriage contract authenticated by the Ministry of Foreign Affairs, with English translation and authenticated by Philippine Embassy
- Passport copy of both parties
- Certificate of no record of marriage (singleness) CENOMAR from NSO duly authenticated by DFA Manila
- Five (5) copies of photograph of both parties

Procedures:

- Submit the documents at Front Window for processing
- Proceed for payment

Payment:

- Rs. 2,500.00/ USD 25.00 – Report of Marriage

APPLICATION FOR MARRIAGE/MARRIAGE SOLEMNIZATION

Requirements:



- Application for Marriage form
- Joint affidavit of contracting parties for marriage
- Application for marriage license
- NSO birth certificate of each party authenticated by DFA Manila
- NSO certificate of no record of marriage (CENOMAR) of each party authenticated by DFA Manila
- 5 pieces 2 X 2 recent pictures/applicant
- Copy of passports of applicants
- Notarized parental consent authenticated by DFA Manila for parties aged 18 – 21 years old
- Notarized parental advice authenticated by DFA Manila for parties aged 22 – 25 years old
- NSO death and marriage certificate authenticated by DFA Manila for widowed party
- Annotated marriage contract issued by NSO and copy of Certificate of Finality of Court Decision authenticated by DFA Manila for annulled marriages.

Procedures:

- Submit the required documents at Front Window for processing
- Pay the required fees at Front Window.
- After ten (10) days of the prescribed public posting of your marriage, arrange the schedule of your wedding by calling the Consular Section or through email at islamabadpe@dfa.gov.ph / isdpe.comsats.net.pk

Payment:

- Rs. 2,500.00/ USD 25.00 – Joint affidavit
- Rs. 2,500.00/ USD 25.00 – Application for Marriage License
- Rs. 6,000.00/ USD 60.00 – Marriage Solemnization
- Rs. 2,500.00/ USD 25.00 – Attestation of Marriage Contract

VISA FOR FOREIGN NATIONALS

Requirements:

- Passport valid for at least six (6) months
- Two (2) photocopies of passport
- Duly accomplished VISA application form (FA Form No. 2) and one (1) photocopy of said form
- Two (2) colored photo, 2 x 2 inches with plain white background
- Request letter from sponsor/employer stating the details (i.e. rank/position, salary and purpose of travel) translated in English
- Police character certificate or clearance issued by the authorities at the place of residence attested by the Ministry of Foreign Affairs
- Annual report of income or Income Tax Return attested by the Ministry of Foreign Affairs
- Bank statement or report of bank balances attested by the Ministry of Foreign Affairs
- Statement of Assets and Liabilities attested by the Ministry of Foreign Affairs
- Letter of guarantee from the sponsor or reference in the Philippines, notarized by qualified notary public and attested by the Department of Foreign



Affairs in Manila

- **Confirmed hotel booking**
- **Confirmed airline tickets valid for travel to the Philippines and for subsequent return to the country of origin or to the next country of destination (including a valid visa to that country, if one is required);**
- **Other supporting documents as may be required by the Consular Officer after evaluation of the application**
- **For applicants who are married to a Filipino, submit a copy of the marriage contract with English Translation**
- **Personal appearance upon request of the Consular officer**

Additional requirements for minor applicants:

- **Marriage contract of parents**
- **Letter of consent from father if not joining them**
- **Photocopy of parents passport**

Procedures:

- **Submit the documents to Front Window for processing and issuance of consular slip**
- **Proceed to pay the required fees**
- **Comeback on the day of releasing indicated on your receipt**
- **Visa processing is only from 8 am to 12 noon (Monday to Friday)**
- **Releasing of visa after seven (7) working day from 2 pm – 5 pm daily**

Payment:

- **Rs. 1,000.00/ USD 10.00 – Expedite fee**
- **Rs. 4,500.00/ USD 45.00 – Single entry (3 months validity)**
- **Rs. 8,500.00/ USD 85.00 – Multiple entry (6 months validity)**
- **Rs. 12,500.00/ USD 125.00 – Multiple entry (1 year validity)**