

Authentication

Authentication is needed for documents intended to be used in the jurisdiction of the Republic of the Philippines. It is necessary in order for the foreign document to have a valid legal force and effect in the Philippines. A Philippine consular officer can issue a certificate of authentication for foreign documents which fall under two general categories:

Official Documents

Foreign documents issued by government agencies such as police certifications, court decrees, scholastic records, permits, licenses, and other government documents intended for submission to the Philippines.

Private Documents

Documents of private individuals that have been notarized, such as instruments of transfer, powers of attorney, statutory declarations and affidavits intended for use in the Philippines.

Before going to the Embassy for authentication services, clients should prepare processing fees and must ensure that the foreign-sourced documents must have been verified by the Ministry of Foreign Affairs, and affixed with a seal and/or stamp, with a signature of a qualified official certifying its validity. If the foreign document is not in English, an official translation is needed. The Embassy does not authenticate Philippine-sourced documents. Philippine-issued documents for submission to authorities of Iran after being apostillized or authenticated by the DFA should then be first submitted to consular authorities at the Iranian Embassy in Manila.

Other Services

Our website has updated announcements and relevant information such as travel advisories, list of fees and other consular services, such as:

- Marriage Solemnization for Filipino couples
- Correction of a Clerical or Typographical Error in an Entry and/or Change of First Name in the Civil Register
- Finger-print impression taking for NBI Clearance
- Copy certification of certain documents that is neither a vital record, a public record, nor publicly recordable, and issued under the authority of the Government of the Republic of the Philippines
- Assistance to Nationals services for distressed Filipinos
- Travel Document issuance for urgent travel to the Philippines
- Overseas Voting Registration services

Clients can also send inquiries to the consular email or call our hotlines.

Request for assistance using the online **SERVICE AND APPOINTMENT REQUEST FORM**
<http://bit.ly/philembserviceform>

Register at the Embassy for easier and faster communications and transactions. Fill-out the **ONLINE REGISTRATION FORM FOR FILIPINOS**
<http://bit.ly/philtelranregistration>



SERVICE FORM



REGISTRATION FORM

The Embassy Team

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Ambassador of the Republic of the Philippines in the Islamic Republic of Iran, Turkmenistan, and Republic of Uzbekistan

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Contact the Embassy

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CONSULAR AND APPOINTMENTS EMAIL:

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CONSULAR HOTLINE:

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(Sun to Thurs, 8:00AM to 5:00pm)

CONSULAR HOURS (BY APPOINTMENT):

8:00 AM to 2:00 PM Mondays and Wednesdays

WEBSITE:

<https://tehranpe.dfa.gov.ph/>

SOCIAL MEDIA:

[facebook.com/PHinIran](https://www.facebook.com/PHinIran) and [instagram.com/phliniran](https://www.instagram.com/phliniran)



The Philippine Embassy in Tehran, Iran



Passport

Airlines and immigration authorities require at least 6 months validity on a passport to be allowed entry into a country. It is recommended that Filipinos in the jurisdiction (Iran, Turkmenistan, and Uzbekistan) apply for a new passport 9 months before it expires.

The following core requirements are needed:

- Duly filled-out application form
- Present current passport and photocopy of the passport information page for renewals
- Philippine Statistics Authority-issued Birth Certificate or Report of Birth issued by the Philippine Embassy
- Passport application fee
- Original Philippine Government-issued ID
- Scheduled personal appearance of applicant in decent attire
- Passport application fees
- Other requirements may be required for certain cases

Visa

Visa-required foreign nationals residing in Iran who wish to travel to the Philippines for a short visit may apply for a single-entry 9A temporary visitor's visa at the Consular Section of the Philippine Embassy in Tehran, except certain nationalities with particular restrictions about the venue for filing applications under prevailing regulations.

The core requirements for 9A visa applications are:

- Photocopy of applicant's passport data page
- Duly-accomplished visa application form
- Applicant's recent passport-size color photo
- Proof of Financial Capacity (i.e., bank statement)
- Proof of Occupation/Work (i.e. Certificate of Employment)
- Hotel booking or Proof of Living Accommodation Arrangements
- Travel/Flight booking
- Visa processing fees

Other requirements may be required for some cases, such as:

- Copy of Filipino spouse or child's passport data page
- PSA-issued Marriage Contract or Birth Certificate of child
- Notarized letter from Filipino Spouse, and/or Barangay Certificate

As a general rule, visa applicants are required to appear in person at the Consular Section of the Philippine Embassy for interview, evaluation, and assessment. Visa applicants below eighteen (18) years of age at the time of the application may have their parent/legal guardian apply for a visa on their behalf. In all cases, the visa officer has the right to require additional documents not listed herein to establish facts and confirm information about the visa applicant and his/her purpose of travel.

Notarials

The Embassy provides limited notarial services primarily for Filipinos abroad. Notarial functions include the administration of oaths and affirmations, execution of affidavits, depositions and other documents that require an oath, including receiving proof and acknowledgment of writing related to commerce and navigation, private acts and deeds.

Individuals who wish to avail of notarial and legalization services have to come personally at the Embassy to sign their documents in the presence of the consular officer, and exhibit valid proof of identity. Should a witness be required for certain types of legal instruments, the party should bring a person as witness.

Clients are expected to draft and print their own documents for notarization as consular officers and staff will not be able to assist clients in crafting legal documents, wills, powers of attorney, affidavits, and deeds. Sample templates for these documents however, are provided on our website.

Core Requirements:

- Personal appearance of individual(s) signing the document/instrument.
- Valid ID (such as your passport) and one (1) photocopy showing complete name, biographic details and signature of person(s) signing the document/instrument.
- The signature on the document/instrument must match the signature on the valid ID presented.
- The names on the document/instrument must match the name appearing in the valid ID presented.
- Processing fees

Civil Registry

Through civil registration, Filipinos are able to show proof of legal identity, civil status and family relationship among others. It also grants access to the state's essential services which include education, social security and healthcare, while also enabling participation in political exercises, property ownership and inheritance, recourse to the judicial system, employment, access to banking, and facilitating travel and identification.

As Philippine Government authorities may not be aware of the birth, marriage or death of Filipinos abroad, it is important to file a registration at the nearest Philippine Embassy or Consulate General with jurisdiction over the event.

Requirements for Report of Birth

- Official record of birth of the child as issued by the corresponding civil authorities of the host country (with an English translation if written in another foreign language) providing the facts of birth. l
 - If the child was born in Iran, the official birth records (shenasnameh, issued by the National Organization for Civil Registration) should be duly certified by the Ministry of Foreign Affairs of the Islamic Republic of Iran.
 - If the child was born in Turkmenistan, the official birth records should be duly certified by the Ministry of Foreign Affairs of Turkmenistan.
 - If the child was born in Uzbekistan, the official birth records should be duly certified by the appropriate national apostille authority of the Republic of Uzbekistan.
- If the parents are married, proof of marriage as registered with Philippine Civil Registry records (Marriage Certificate or Report of Marriage)
- Valid identification documents of the informant of the registration and/or the biological parents showing their nationality / citizenship (i.e valid passport of the biological father and birth mother showing one of them is a Filipino at the time of birth of the child)
- Duly filled-out Report of Birth form in English, which shall be subscribed and sworn to by the informant.
- Consular processing fee

Requirements for Report of Marriage

- Official record / Certificate of Marriage issued by the corresponding civil authorities of the host country (with an English translation if written in another foreign language), providing complete details about the fact of marriage, identifying the contracting parties, witnesses (if any), including the name and title of the solemnizing foreign official / religious authority.
 - If the marriage was solemnized in Iran, the official marriage records should be duly certified by the Ministry of Foreign Affairs of the Islamic Republic of Iran.
 - If the marriage was solemnized in Turkmenistan, the official marriage records should be duly certified by the Ministry of Foreign Affairs of Turkmenistan.
 - If the marriage was solemnized in Uzbekistan, the official marriage records should be duly certified by the appropriate national apostille authority of the Republic of Uzbekistan.
- Valid identification document of informant seeking to register the vital event and proof of legal authority to transact and file the registration on behalf of the principal(s) as applicable and/or of the contracting parties / married couple one of whom should be a citizen of the Philippines at the time of marriage. (i.e. copy of passport)
- Duly filled-out Report of Marriage form in English, which shall be subscribed and sworn to by the informant.
- Consular processing fee

Requirements for Report of Death

- Official record of death / Death Certificate as issued by the corresponding civil/health/police authorities of the host country (with an English translation if written in another foreign language), providing complete details about the facts of death, identifying the deceased Filipino, his/her personal particulars, cause, nature, date and time of death, and other sundry information.
 - If the record of death was issued by Iranian authorities, it should be duly certified by the Ministry of Foreign Affairs of the Islamic Republic of Iran.
 - If the record of death was issued by authorities of Turkmenistan, it should be duly certified by the Ministry of Foreign Affairs of Turkmenistan.
 - If the record of death was issued by authorities of Uzbekistan, it should be duly certified by the appropriate national apostille authority of the Republic of Uzbekistan.
- Valid identification document of the informant seeking to register the vital event and proof of legal authority to transact and file the registration on behalf of the next-of-kin (as applicable).
- Identification document of the deceased Filipino (i.e. Philippine passport)
- Duly filled-out Report of Death form in English, which shall be subscribed and sworn to by the informant. This document is available at the Downloads section of our website.
- Consular processing fee

Please help us improve our services by answering our online feedback form: <http://bit.ly/PhilEmbassyTehranCFF>

