

Requirements for Report of Birth

(As of 7 November 2024)

* Note: **Reports of Births can only be processed at the Philippine Embassy in Hanoi.**

Present original documents and submit four (4) photocopies of each (collated and arranged into sets of 4 according to the order of documents below):

1. [Report of Birth Form \(FA Form No. 40/ Rev. 01 24 April 2018\)](#)
 - a. Four (4) should be printed on A4 paper, originally filled out
 - b. Entries must be **TYPEWRITTEN**
 - c. Entries must be **at the time of birth of the child/subject.**
2. Birth Certificate issued by the country of birth (original copy should be submitted to the Embassy)
 - a. Issued by the Vietnamese Civil Registry Office (People's Committee) **with notarized English translation, and authenticated by the Ministry of Foreign Affairs** (one original with 3 photocopies)
3. Authenticated Marriage Certificate of Parents from the Philippine Statistics Authority (PSA) / Foreign Marriage Contract

For **unmarried** parents

- a. If child/subject is using the surname of the father, kindly submit an **Affidavit to Use the Surname of the Father (AUSF)** to be executed by the **mother** and **Affidavit of Acknowledgement of Paternity** to be executed by the **father**.
 - b. If child/subject is using the surname of the mother, kindly submit the **Birth Certificate of the mother**.
4. Passport of Parents (valid at the time of the birth of the child) + current/valid passports of both parents
 5. Four (4) recent passport size photos of the child/subject.
 6. Notarized Affidavit of Delayed Registration [*required only for children/subjects who are more than one (1) year old*]

*Note: **Upon evaluation, additional documents may be required by the evaluating desk officer from the applicant to determine the citizenship, identity or eligibility of the child for registration of birth under the Philippine law.**

Consular fee: 650,000 VND
