



PHILIPPINE EMBASSY CONSULAR OUTREACH IN SALALAH

Al Balid Ballroom, Hilton Salalah Resort, As Sultan Qaboos St, Salalah 211
19 November 2021, Friday, 8:00 AM to 5:00 PM

In view of Oman's COVID-19 health protocols, passport applicants will only be accommodated if they have confirmed appointments. Other consular services and release of new passports are available for walk-in.

Those who have received their confirmed passport appointments for 18 November 2021, Thursday, DO NOT NEED to send requests again.

The processes set forth shall be strictly followed. The Philippine Embassy shall follow host government and hotel policies with regard to COVID-19 on venue capacity, presentation of proof of vaccination, contact tracing, etc.

SERVICES OFFERED *For Filipino nationals only*

- Passport Applications for:
 - Renewal
 - First-time applicants (minors)
 - Replacement of Lost or Mutilated Passport
 - Replacement of Passport due to change in personal details
- *Email muscatpe.outreach@gmail.com to make an appointment. Provide your complete name, passport number, mobile number, sex, age. Appointments will be granted on a first-come, first-served basis. Only those with online appointments for passports will be accommodated. Walk-in applicants will not be entertained.*
- ❖ *Requirements:*
 - <https://muscatpe.dfa.gov.ph/consular-services/passport>
- ❖ *Applicants who do not bring their original physical passports will not be allowed to avail of passport services.*
- Travel Document, in lieu of passport
 - ❖ Requirements:
<https://muscatpe.dfa.gov.ph/consular-services/travel-document>
- Civil Registration for the following:
 - Report of Birth (ROB)
 - Report of Marriage (ROM)

- ❖ **Requirements:**
<https://muscatpe.dfa.gov.ph/consular-services/civil-registration>
- ❖ **Certificates of Birth and Marriage must be Apostilled by Oman's Ministry of Foreign Affairs (MOFA).**
 - ❖ *Those who applied for ROB and ROM must submit the copies of the corresponding certificates issued by the Royal Oman Police (ROP) and Apostilled by the MOFA. Otherwise, the Philippine Embassy will not forward their civil registry documents to the Philippine Statistics Authority (PSA).*

- **Applications for:**
 - Legal Capacity to Contract Marriage (LCCM)
 - Civil Wedding *(to be conducted only at the Philippine Embassy in Muscat)*
 - ❖ **Requirements:** <https://muscatpe.dfa.gov.ph/consular-services/civil-registration/solemnization-of-marriage>
 - Legalization of documents to be used in the Philippines
 - Notarization of affidavits and special powers of attorney (SPA)
 - Attestation of documents authenticated by Oman's MOFA Authentication Office or the Philippine Department of Foreign Affairs (DFA)¹
 - ❖ **Requirements:**
<https://muscatpe.dfa.gov.ph/consular-services/legalization-of-documents-notarial-and-authentication/authentication>
 - Fingerprinting service for NBI Clearance Form
 - ❖ **Requirements:**
<https://muscatpe.dfa.gov.ph/consular-services/nbi-clearance>
- **Release of New Passports and Other Consular Documents**
 - *Applicants who have already availed of passport or consular services in Muscat may request their new passports/consular documents by sending a WhatsApp message to 9988-7935 by 16 November 2021, Tuesday, 3PM. A text confirmation will be sent if your passport is available.*
 - *Passport applicants who have not received text messages from the Philippine Embassy that their passports are available for collection need not come to the venue. Their passports are not yet available.*

- ✓ Each and every consular service availed of requires a separate photocopy of the applicant's passport data page. Bring as many copies as needed if availing of more than one consular service.
- ✓ Forms for Consular Services can be downloaded from this link: <https://muscatpe.dfa.gov.ph/forms>
- ✓ Information on the service fees can be viewed on this link: <https://muscatpe.dfa.gov.ph/schedule-of-fees>

- **Labor and Welfare Services**
 - Answering queries on the hiring of Filipino nationals
 - Answering queries on the amnesty and repatriation
 - Employment Contract Verification
 - OWWA Membership Services

- **The following services will not be available during the Consular Outreach:**

¹ Apostilled documents from the MOFA or DFA do not require any stamp or certificate from the Philippine Embassy since both Oman and the Philippines are signatories to the Apostille Convention.

- Visa applications
- SSS or PAG-IBIG Services

To maintain safety and observe social distancing:

- Passport applicants must book online appointments through muscatpe.outreach@gmail.com. They must bring the printout of their email confirmation from the Embassy as proof of booking.
- Applicants must wear appropriate face masks. They are encouraged to wear face shields and gloves to enhance their personal safety.
- Applicants who are coughing, sneezing, have runny nose, have body temperature higher than 37.5°C or show other signs of illness will not be admitted.
- Only applicants who bring complete documentary requirements and cash payment for the service being applied for will be allowed to proceed for payment of services. No payment is required for collection of new passports and other consular documents.
- Passport applicants who are minors, seniors, pregnant, or PWDs will be prioritized. However, they must also bring complete documentary requirements and cash payment. They must also have booked online appointments.
- Only consular applicants will be admitted. Family members, companions, employers, and PROs are not required for these services and will not be allowed entry.
- Applicants who are minors, extremely elderly or frail are allowed to have one (1) companion to assist them. Minors, especially infants, must be accompanied by a birth parent or legal guardian.

Those who may have been exposed to COVID-19 and are undergoing quarantine are urged to remain in quarantine and not insist on availing themselves of the consular services from the Philippine Embassy Consular Outreach Team.

Note: Applicants must bring photocopies of their documents.



EMBASSY OF THE PHILIPPINES
MUSCAT, SULTANATE OF OMAN



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PHILIPPINE EMBASSY CONSULAR OUTREACH SA SALALAH Ika-19 ng Nobyembre 2021 (Biyernes)

**Al Balid Ballroom, Hilton Salalah Resort, As Sultan Qaboos St, Salalah 211
Alas-8:00 ng umaga – Alas-5:00 ng hapon**

Dahil sa protokol ukol sa kalusugan laban sa COVID-19, ang mga aplikante para sa pasaporte ay tatanggapin lamang kung sila ay may komfirmadong appointment. Ang ibang seribisyong konsular at release ng pasaporte ay maaaring dumating nang walang appointment.

Ang mga nakatanggap na ng kanilang komfirmadong appointment para sa pasaporte sa ika-18 ng Nobyembre, Huwebes, ay HINDI NA KAILANGAN humingi ng appointment muli.

Ang mga prosesong ito ay mahigpit na susundin. Ang Embahada ay susunod sa mga alituntunin ng Oman at ng hotel laban sa COVID-19 ukol sa kapasidad ng lugar, pagpresenta ng katumayan ng bakuna, contact tracing, at iba pa.

MGA SERBISYO Para sa mga mamayang Pilipino lamang

- Passport Application para sa
 - Renewal
 - Pagpalit ng Nawawala o Nasirang Pasaporte
 - Unang pagkakataon (minors)
- *Mag-email sa muscatpe.outreach@gmail.com para gumawa ng appointment. Ibigay ang inyong kumpletong pangalan, numero ng pasaporte, email address, at mobile number. Ang mga appointment ay ibibigay sa mga unang gumawa ng appointment. Ang mga mayroong online appointments para sa pasaporte ang tatanggapin. Hindi po puede na dumating nang walang appointment.*
 - ❖ *Requirements:*
<https://muscatpe.dfa.gov.ph/consular-services/passport>
 - ❖ *Kailangang dala ang orihinal na pasaporte.*
- Civil Registration, na ipapadala sa Philippine Statistics Authority (PSA)
 - Report of Birth (ROB)
 - Report of Marriage (ROM)
- ❖ *Requirements:*
<https://muscatpe.dfa.gov.ph/services/consular/civil-registration>

- ❖ *Ang mga Certificates of Birth at Marriage ay kailangang naka-Apostille ng Oman's Ministry of Foreign Affairs (MOFA).*
- ❖ *Ang mga nag-apply para sa ROB at ROM ay dapat magsumite ng mga kopya ng mga ito mula sa Royal Oman Police (ROP) na naka-Apostille ng MOFA. Kung hindi po ito masusumite, hindi ito maipapadala ng Embahada sa PSA.*

- Applications para sa
 - Legal Capacity to Contract Marriage (LCCM)
 - Civil Wedding (*gaganapin lamang sa Philippine Embassy sa Muscat*)
 - ❖ Requirements: <https://muscatpe.dfa.gov.ph/consular-services/civil-registration/solemnization-of-marriage>
 - Legalization ng mga dokumentong gagamitin sa Pilipinas
 - Notarization ng mga sinumpaang salaysay (affidavit) at special power of attorney (SPA) – *para sa mga Pilipino lamang*
 - Attestation ng mga dokumento na na-authenticate ng Authentication Office ng MOFA ng Oman o ng Department of Foreign Affairs (DFA) ng Pilipinas¹
 - ❖ Requirements: <https://muscatpe.dfa.gov.ph/consular-services/legalization-of-documents-notarial-and-authentication/authentication>
 - Pagkuha ng mga tatak ng daliri para sa NBI Clearance Form
 - ❖ Requirements: <https://muscatpe.dfa.gov.ph/consular-services/nbi-clearance>

- ✓ Ang bawat serbisyo na kukunin ninyo ay mangangailangan ng isang kopyta ng pasaporte ng aplikante. Magdala ng kung ilan mang kopya na inyong kailangan.
- ✓ Pwedeng mag-download ng mga forms para sa mga serbisyong konsular na nasa link na ito: <https://muscatpe.dfa.gov.ph/forms>.
- ✓ Makikita ang impormasyon ukol sa mga ibabayad sa mga serbisyo sa link na ito: <https://muscatpe.dfa.gov.ph/schedule-of-fees>.

- Labor and Welfare Services
 - Pagsagot sa mga katanungan ukol sa pagkalap ng manggagawang Pilipino
 - Employment Contract Verification
 - OWWA Membership Services

Upang magpanatili ng kaligtasan ng lahat at maisatupad ang paglalaan ng sapat na layo sa mga tao:

- Ang mga aplikante ay kailangang mag-book ng online appointment sa muscatpe.outreach@gmail.com . Kailangang magdala ng printout ng kanilang konpirmasyon sa email bilang patunay ng booking.
- Dapat magsuot ng angkop na face mask ang mga aplikante. Hinihikayat rin silang magsuot ng mga face shield at guwantes para sa karagdagan nilang kaligtasan.

¹ Hindi kinakailangan ng anumang stamp o certificate mula sa Philippine Embassy ang mga dokumentong may apostille na ng MOFA o ng DFA dahil parehong kasapi ng Apostille Convention ang Oman at ang Pilipinas.

- Hindi tatanggapin ang mga aplikanteng inuubo, bumabahing, sinisipon, mas mataas sa 37.5°C ang init ng katawan, o may iba pang mga tanda ng pagkakasakit.
- Tanging mga aplikanteng kompleto ang mga dalang kinakailangang dokumento at sapat na cash na pambayad sa serbisyo ang papatuluyin sa pagbayad. Bibigyan ang aplikante ng bilang sa pila kapag nakapag-bayad na.
- Pauunahin sa pila ang mga aplikanteng menor de edad, senior citizen, buntis o may kapansanan. Gayunpaman, dapat kompleto rin ang mga dala nilang dokumento at sapat na cash na pambayad sa serbisyo.
- Tanging mga aplikante lamang ang tatanggapin. Hindi kailangan ang mga kapamilya, kaibigan, amo, o PRO ng kumpanya para masilbihan at hindi sila papapasukin.
- Tanging mga aplikante na menor de edad, lubhang matanda o nanghihina ang papayagang magdala ng isa lamang na kasama para matulungan sila. Dapat samahan ng magulang o legal guardian ang mga menor de edad, lalo na ang mga sanggol.

Kung may posibilidad na nahawaan o may nakasama na nag-positibo sa COVID-19 at naka-quarantine, manatili sa quarantine at huwag pilitin na magpa-serbisyo sa Consular Outreach Team ng Philippine Embassy.

Tandaan: Dapat dalhin ng mga aplikante ang mga photocopy ng mga dokumento nila.



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