

10 April 2022



PHILIPPINE EMBASSY OVERSEAS VOTING AND CONSULAR OUTREACH IN SALALAH

Conference Hall, Basement Level, Muscat International Hotel
15 April 2022, Friday, 8:00 AM to 5:00 PM

In view of Oman's COVID-19 health protocols, the processes set forth shall be strictly followed. The Philippine Embassy requests all those who will avail of the consular outreach service to abide by the Omani authorities' regulations and hotel policies with regard to COVID-19 on venue capacity, social distancing, presentation of proof of vaccination, contact tracing and wearing of face masks.

SERVICES OFFERED *For Filipino nationals only*

- Overseas Voting
 - *Registered voters for the 2022 Philippine National Elections may cast their votes in Salalah.*
 - *Please bring a copy of your passport or labor card.*
 - *Confirm your registration as a voter on:*
 - *for land-based workers:*
https://muscatpe.dfa.gov.ph/files/MUSCAT_PE_-_SULTANATE_OF_OMAN_LANDBASED.pdf
 - *for seafarers:* https://muscatpe.dfa.gov.ph/files/SEAFARERS_CLOV.pdf
- Passport Applications for:
 - Renewal
 - First-time applicants (minors)
 - Replacement of Lost or Mutilated Passport
 - Replacement of Passport due to change in personal details
 - *Visit <https://www.passport.gov.ph/appointment> 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:
 - Certificate of 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
 - Applicants who have already availed of passport services in Salalah in March may check if they are available by sending a WhatsApp message to 7935-9988. 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>

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.

- The following services will **NOT** be available during the Consular Outreach:
 - Visa applications
 - Labor and Welfare Services
 - Answering queries on the hiring of Filipino nationals
 - Answering queries on the amnesty and repatriation
 - Employment Contract Submission for Verification
 - OWWA Membership Services
 - SSS or PAG-IBIG Services

To maintain safety and observe social distancing:

- Passport applicants must book online appointments through <https://www.passport.gov.ph/appointment> . They must bring the clear printout or screenshot 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.

Ika-10 ng Abril 2022



PHILIPPINE EMBASSY CONSULAR OUTREACH SA SALALAH

Ika-15 ng Abril 2022 (Biyernes)

Conference Hall, Basement Level, Muscat International Hotel

Alas-8:00 ng umaga – Alas-5:00 ng hapon

Dahil sa protokol ukol sa kalusugan laban sa COVID-19, ang mga prosesong ito ay mahigpit na susundin. Ang Embahada ay susunod sa mga polisiya ng Oman at ng hotel laban sa COVID-19 ukol sa kapasidad ng lugar, pagpresenta ng katunayan ng bakuna, contact tracing, at iba pa.

MGA SERBISYO

Para sa mga mamayang Pilipino lamang

- Pagboboto
 - *Mga rehistradong botante para sa 2022 Philippine National Elections ay maaaring bumoto sa Salalah.*
 - *Magdala po ng kopya ng inyong pasaporte o labor card.*
 - *Kumpirmahin ang inyong rehistrasyon bilang botante sa:*
 - *para sa mga land-based ang trabaho:*
https://muscatpe.dfa.gov.ph/files/MUSCAT_PE_-_SULTANATE_OF_OMAN_LANDBASED.pdf
 - *para sa mga marino:*
https://muscatpe.dfa.gov.ph/files/SEAFARERS_CLOV.pdf
- Passport Application para sa
 - Renewal
 - Pagpalit ng Nawawala o Nasirang Pasaporte
 - Unang pagkakataon (minors)
 - *Bisitahin ang <https://www.passport.gov.ph/> 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

Certificate of 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 Pilipinas²

❖ *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>

● Pagkuha ng mga Bagong Pasaporte

Ang mga aplikante na nag-apply na ng kanilang pasaporte sa Salalah noong Marso ay maaaring magmensahe sa WhatsApp 7935-9988 para tingnan kung maaari na siyang kunin. Makakatanggap kayo ng kumpirmasyon kung ang inyong pasaporte/dokumento ay nariyan na.

Ang mga aplikante na hindi pa nakakatanggap ng mensahe mula sa Embahada at hindi kailangan pumunta sapagkat wala pa ang kanilang pasaporte.

- ✓ Ang bawat serbisyo na kukunin ninyo ay mangangailangan ng isang kopya 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>.

● WALA po ang mga susunod na serbisyo:

● Aplikasyon para sa mga visa

● Labor and Welfare Services

- Pagsagot sa mga katanungan ukol sa pagkalap ng manggagawang Pilipino
- Pagsumite ng Employment Contract para sa Verification
- OWWA Membership Services

² 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.

- SSS or PAG-IBIG Services

Upang mapanatili ang 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 <https://www.passport.gov.ph/> . Kailangang magdala ng printout ng kanilang kompirmasyon 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.
- 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.