



## ADVISORY

A-5-2020

Given the recent reports on COVID-19 cases in Alberta and in the interest of public health and safety, the Philippine Consulate General (PCG) in Calgary encourages its clients to adopt the following measures:

### A. Applications by Mail

Applications for the following services may be mailed to the PCG:

- **Civil Registration** (Report of Birth, Report of Marriage, Report of Death, Mortuary Certificate) – for the details and requirements, please refer to the PCG website [www.philcongenalcalgary.org](http://www.philcongenalcalgary.org)
- **PH Citizenship Reacquisition/Retention (RA 9225)** – for the details and requirements, please refer to the PCG webpage [www.philcongenalcalgary.org/dual-citizenship-ra-9225](http://www.philcongenalcalgary.org/dual-citizenship-ra-9225)
- **Visa Applications** – Canadian nationals may mail their applications for Philippine visa. Visa-required nationals must file applications in person and must check first with the PCG via email at [calgarypcg.visa@gmail.com](mailto:calgarypcg.visa@gmail.com)
- **NBI Form Verification** – If applicants prefer to have their fingerprints impressions taken at local police stations, there is no need to appear in person at the PCG. Their NBI Forms may be mailed to the PCG for verification. Please refer to the PCG webpage [www.philcongenalcalgary.org/nbi-clearance-outside-philippines](http://www.philcongenalcalgary.org/nbi-clearance-outside-philippines) for details.

***NOTE: Passport applications and notarials/legalization of documents (except Authentication) require personal appearance of the applicant.***

### B. Return of Documents by Mail

The PCG encourages applicants for consular services to consider having their documents mailed back to them using their preferred postal services in Canada.

The documents that may be mailed back to the applicants include:

- new passports;
- notarized documents;

- foreign passports with Philippine visas issued; and
- registered civil registry reports (Report of Birth, Report of Marriage, Report of Death, and Mortuary Certificate).

Applicants must submit self-stamped, self-addressed mail envelopes (preferably with tracking features) when they mail or file their applications at the PCG. Applicants must write their complete addresses in said mail envelopes to ensure proper delivery of their documents. Incomplete or wrong address will cause mails to be undelivered (*Please also refer to our previous Advisory dated 15 January 2020 on the next page with regard to mail envelopes*).

- C. Applicants who are sick or feeling ill are strongly encouraged to forego transactions with the PCG in consideration of their and other people's health and safety.**
- D. As the PCG premises can only hold a limited capacity of people at a time, and in keeping with the social distancing advice of Alberta health authorities in order to limit exposure to and/or transmission of COVID-19, applicants are requested to **refrain from bringing along non-transacting family members, relatives, and friends to the PCG.**

Thank you for your understanding and cooperation.

10 March 2020

