



REQUIREMENTS FOR THE APPLICATION OF A GERMAN RESIDENCE PERMIT

(validity for more than three months for Family Reunion or Marriage in Germany)

The visa application has to be submitted personally by the applicant on the day of the scheduled appointment (see separate leaflet). The Embassy will not accept visa applicants without an appointment.

All applicants have to submit the following:

- 3 application forms duly filled in (can be obtained at the reception area of the Embassy or downloaded from our website), 4 pictures (s. attached photo requirements). Three (3) of these pictures must each be glued to the application forms, the fourth must be attached with a paper clip to the passport (please do not staple). The applicant must write his or her complete name and date of birth on the back of the picture.
- Valid passport
- Visa fee 30,- € payable in Philippine Pesos (cash) at the current exchange rate
- Security questionnaire ("Sicherheitsbelehrung") answered **completely** and signed by the applicant (2 copies); can be obtained at the reception area of the Embassy or downloaded from our website

All Philippine documents must be submitted in ORIGINAL issued by the National Statistics Office (NSO) in Quezon City (see address on attached leaflet) on SECURITY PAPER (SECPA).

For fiancé(e) visa

SINGLE

- Birth Certificate of applicant issued by the NSO Quezon City on SECPA
- Certificate of No Marriage (CENOMAR) issued by the NSO Quezon City on SECPA regarding the non-appearance of your name in the 'National Indices of Marriages'; this must not be older than six (6) months from the date of issuance
- Affidavit of civil status declared by both parents (if deceased, by immediate/closest relative), duly authenticated by the competent Philippine authorities (see attached leaflet); this must not be older than six (6) months from the date of issuance
- Parental consent for the marriage if one of the partners is between the age of 18 and 21 unless he/she had been married before, duly authenticated by the competent Philippine authorities (see attached leaflet)
- Parental advice for the marriage if one of the partners is between the age of 21 and 25 unless he/she had been married before, duly authenticated by the competent Philippine authorities (see attached leaflet)
- Proof of basic knowledge of German language (Certificate of language examination "Start Deutsch 1" of the Goethe Institute)

WIDOW / WIDOWER

- birth certificate of applicant issued by the NSO Quezon City on SECPA
- previous marriage certificate issued by the NSO Quezon City on SECPA
- death certificate of spouse issued by the NSO Quezon City on SECPA
- certificate issued by the NSO Quezon City on SECPA regarding the appearance of your name in the 'National Indices of Marriages' (CEMAR=Advisory on Marriage); this must not be older than six (6) months from the date of issuance
- Proof of basic knowledge of German language (Certificate of language examination "Start Deutsch 1" of the Goethe Institute)

DISSOLVED MARRIAGE

- birth certificate of applicant issued by the NSO Quezon City on SECPA
- amended marriage certificate issued by the NSO Quezon City on SECPA
- court order and certificate of finality concerning the dissolution of previous marriage; duly authenticated by the competent Philippine authorities (please see attached information leaflet)
- certificate issued by the NSO Quezon City on SECPA regarding the appearance of your name in the 'National Indices of Marriages' (CEMAR=Advisory on Marriages); this must not be older than six (6) months from the date of issuance
- Proof of basic knowledge of German language (Certificate of language examination "Start Deutsch 1" of the Goethe Institute)

For Family Reunion

... TO SPOUSE (also for applicants with previous residence permits)

- birth certificate of applicant issued by the NSO Quezon City on SECPA
- marriage certificate issued by the NSO Quezon City on SECPA
- if married in Germany, German marriage certificate (Heiratsurkunde), as photocopy or fax accepted
- certificate issued by the NSO Quezon City on SECPA regarding the appearance of your name in the 'National Indices of Marriages' (CEMAR=Advisory on Marriages); this must not be older than six (6) months from the date of issuance
- Proof of basic knowledge of German language (Certificate of language examination "Start Deutsch 1" of the Goethe Institute)

... TO PARENT/S (for minors)

- birth certificate of applicant issued by the NSO Quezon City on SECPA
- birth certificate of mother of applicant issued by the NSO Quezon City on SECPA
- marriage certificate of parent/s issued by the NSO Quezon City on SECPA
- Certificate of No Marriage (CENOMAR) issued by the NSO Quezon City on SECPA regarding the non-appearance of name of parent, to whom the applicant wishes to move to, in the 'National Indices of Marriages'
- personal appearance of both parents (if residing in the Philippines) upon visa application or presentation of a Special Power of Attorney by the legal guardian / legal representative (if parents are abroad)
- Proof of legal custody (for minors with parents whose marriage was dissolved/annulled)
- Proof of basic knowledge of German language (Certificate of language examination "Start Deutsch 1" of the Goethe Institute) if child has completed 16. year of age.

... TO MINORS

- birth certificate of applicant issued by the NSO Quezon City on SECPA
- birth certificate of child/children living in Germany issued by the NSO Quezon City on SECPA
- Official Affidavit of Support § 66-68 / invitation indicating that the stay is more than 3 months

In case of a LATE REGISTERED BIRTH CERTIFICATE / MARRIAGE CONTRACT, the applicant is advised to submit the documents mentioned below in ORIGINAL for further checking (please see also separate information leaflet regarding the checking of documents which can be obtained at the reception area of the Embassy or downloaded from our website):

- Marriage certificate of applicant's parents issued by the NSO Quezon City on SECPA
- Two (2) passport-size pictures of applicant's parents
- Declaration (in English language) stating the complete address(es) (street, house number etc.) of residence in the Philippines from age 15/ (for minors since birth), dated and signed by the applicant (for minors by parent/guardian) ; this does not need to be notarized
- Two (2) passport-size pictures of the applicant (white background)
- One (1) whole body picture of the applicant (13x18cm)
- Baptismal Certificate (original and/or true certified copy)
- School records (Elementary School Form 137)
- Birth Certificate(s) of applicant's sibling(s) issued by the NSO Quezon City on SECPA
- verification fee of Php11,250,- (payable in cash at the Embassy or via Postal Money Order)

NOTE: The Embassy may require the submission of additional documents for further verification. In such cases, the applicant will be informed.

EACH ORIGINAL DOCUMENT HAS TO BE SUBMITTED WITH TWO (2) PHOTOCOPIES. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Please inform the Embassy of any changes to your contact details (address, cell no. etc.) to avoid delays in the processing of your application.

The fact that all supporting papers are submitted with the application **does not** in itself grant a legal claim to the issuance of the visa applied for. The visa may still be rejected even if all supporting documents have been presented. The Embassy also reserves the right to ask for additional supporting documents taking into account that it is not allowed to issue visas without approval by the competent Aliens' Office in Germany.

Passports and letters will be sent out via courier. Applicable charge for the courier service is 160, - PhP, to be paid upon receipt of the document. A processing time of **4 - 8 months** must be expected.

Please be informed that the competent Aliens' Office in Germany might consult the German Registry Office whether an examination of your documents is necessary. We strongly advise you to get in touch with both offices. Please understand that the Embassy does not entertain follow-ups in cases of verification. All necessary information will be given to the applicant in writing in due time.

CONTACT DETAILS OF THE EMBASSY

The Visa Section of the German Embassy can be contacted via the following telephone numbers:

Tel.: 702 3001 to 3006

Visa-Fax: (0063 2) 702 3045

The office hours of the Embassy are:

Mondays to Thursdays 7:30 a.m. to 3:30 p.m.

Fridays 7:30 a.m. to 1:30 p.m.

Visiting hours for the visa section are: Mondays to Thursdays 8:00 a.m. to 1:00 p.m.

Fridays 8 a.m. to 11:30 a.m.

For further inquiries regarding visa requirements please contact the Embassy through

deboma@pltdsl.net

or visit our website:

www.manila.diplo.de

PROOF OF BASIC KNOWLEDGE OF THE GERMAN LANGUAGE

Proof of basic knowledge of the German language (equivalent to level A1 of the European language norm).

In the Philippines this proof can be produced through the certificate of language examination "Start Deutsch 1" of the Goethe Institute in Manila. With regard to examination appointments you are kindly requested to contact the Goethe-Institute in Manila directly:

<http://www.goethe.de/ins/ph/map/deindex.htm>

Another possibility of proof of basic knowledge of the German language is the submission of high school certificates with a German Abitur or language certificates of the level "A1" issued by cultural institutes of Austria or Switzerland.

No proof of basic knowledge of the German language is required if sufficient knowledge is evident (this means that the application in German language as well as the interview in German language must take place without the help of a third party).

Please refer to the link "further information regarding the proof of German language skills" on the website (www.manila.diplo.de), where you will find information regarding possible exceptions from this requirement.

PHOTOGRAPH SPECIFICATIONS

Pictures submitted to the Embassy must meet the following requirements:

FORMAT

Full front view of face, centred, features from chin to hairline and both sides of face must be clearly visible. From top to bottom face must fill 70-80% (between 32 and 36 mm) of the photograph. Front of head (including hair) must be completely visible, with dimensions of face as specified.

CONTRAST AND SHARPNESS

Whole face must be clear, with proper contrast and sharpness.

LIGHTING

Face must be well lighted, with no flash reflections, shadows or red eyes.

BACKGROUND

Background must be uniform, light-coloured (ideally a neutral grey) and provide a good contrast with face and hair. Best background for light-coloured hair is medium-grey, for dark hair light-grey.

Photograph must show subject only (no other person or items permitted, important especially for photographs of young children). Shadows on background are unacceptable.

PHOTOGRAPHIC QUALITY

Photograph should be printed on high-quality paper, resolution at least 600 DPI (dots per inch), have no creases or marks and represent natural skin tones.

HEAD POSITION, FACIAL EXPRESSION AND DIRECTION

A position with the head leaning or turned (e.g. half profile) is unacceptable. Facial expression must be neutral and the mouth closed. Subject must look straight into the camera. Eyes must be open and well visible, not covered by hair or frame of glasses.

GLASSES

Eyes must be clearly visible (reflections on glasses, tinted or sun glasses are unacceptable). The edge of the glasses or frame must not cover the eyes.

HEADCOVERINGS

Headcoverings of any kind are unacceptable.

For further clarification please consult the collection of specimen photographs available at www.bundesdruckerei.de, Bürgerservice.

More information is available at the websites of the Bundesdruckerei (Federal Printing Office), the Federal Ministry of the Interior (www.bmi.bund.de, www.bundesinnenministerium.de) and the Federal Office for Information Security (www.bsi.de).

Birth Certificates/Marriage Certificates/Death Certificates

The above-mentioned documents must be issued on **Security Paper (SECPA)** by the

National Statistics Office (NSO)

- Civil Registry Division -
Vibal Building
Corner EDSA and Times Street
West Triangle
1104 Quezon City, Metro Manila

Tel.: (0063-2)926-7274, -7294, -7204

NSO Helpline Plus: Tel: (0063-2)737-11-11

URL: <http://www.census.gov.ph>

e-mail: l.hufana@census.gov.ph

Fax: (0063-2)926-7329

If the **NSO** in Quezon City, Metro Manila cannot issue the requested document on SECPA, a 'negative certification' will be issued. In this case, please do the following:

- Request a certified true copy from the competent Office of the Local Civil Registrar.
- Bring the certified true copy to the NSO Authentication Unit, NSO Lot, East Avenue, Quezon City, Metro Manila (near the Land Registration Authority - LRA - and facing the Social Security System - SSS -) for authentication. Please do not forget to attach the negative certificate and the official receipt, issued by the NSO, in order to avoid paying again.

Affidavits

which were subscribed and sworn to by any **Philippine Public Notary**, have to pass the:

- ❶ **COURT OF FIRST INSTANCE** - Clerk of Court -
of the City where the Public Notary (to whom the Affidavit and/or Sworn Statement was subscribed and sworn to) **is holding office.**

The Clerk of Court of the Court of First Instance should issue a certificate, stating that the Public Notary was authorized to administer oath on the day the Affidavit was subscribed and sworn.

- ❷ **Department of Foreign Affairs
of the Republic of the Philippines**
Office of Consular Affairs
-Authentication Division-
Ground Floor, 2330 Roxas Blvd.
Pasay City, Metro Manila

Tel.: (0063-2) 834-3282 or 834-4255

Fax: (0063-2) 834-4266

Office hours: Monday-Friday
from 08.00 a.m. to 05.00 p.m.

website: www.dfa.gov.ph

Court Orders and/or Certificates of Finality

have to pass the

- Department of Foreign Affairs (address see under position ❷)

Language Certificate „Start Deutsch 1“ of the Goethe Institute in Manila

With regard to examination appointments you are kindly requested to contact the Goethe-Institute in Manila directly:

4-5/F Adamson Centre
121 L.P. Leviste St.
Salcedo Village, 1127 Makati City
Registrar: Arlene Gonzales

Tel 840 57 23 to 24, 817 0978

Fax 817 0979

Email: goetheinfo@pltdsl.net

Webseite: <http://www.goethe.de/ins/ph/map/deindex.htm>