

REGISTRATION OF BIRTH

Requirements for Registration of Birth

Parents of Filipino babies born in China should first secure the translated, notarized and authenticated birth certificate from the following:

1. Notary Public Office (Shanghai)

No. 660 Feng Yang Road, Shanghai
Tel. No. 8006204848, 621-54848

2. Shanghai Foreign Affairs Service Center

2nd Floor, No. 228 Hua Shan Road, Shanghai
Office Hours: 1:30—5:30 p.m. M/W/F only
Tel. No. 62470833

Once this is secured, present the following to the Consulate General:

1. Original and four (4) copies of the notarized and authenticated birth certificate. The baby's footprint should be imprinted on the authentication page of the Foreign Affairs Office.
2. Original and four (4) copies of the Philippine Statistics Authority and DFA authenticated Marriage Certificate or Affidavit of Paternity (if not married).
3. Five (5) copies of the Passport data page of both parents.
4. Duly accomplished FA Form No. 40 - Report of Birth form (5 copies, forms are available at the Consulate or can be downloaded at the Consulate's website)
5. Fee of RMB360 (includes Authentication of Birth Certificate and Report of Birth).
6. Fee of RMB180 (Affidavit of Paternity)
7. Fee of RMB180 (Affidavit of Delayed Registration)

*** REPORT OF BIRTH FILED MORE THAN 12 MONTHS AFTER THE CHILD'S BIRTH, AN ORIGINAL AND FOUR COPIES OF NOTARIZED AFFIDAVIT OF DELAYED REGISTRATION MUST ALSO BE SUBMITTED.**

PROCESSING TIME: THREE (3) TO FIVE (5) WORKING DAYS