



## IMPORTANT INFORMATION

# ON-LINE APPOINTMENT SYSTEM

## FOR 2018 CONSULAR OUTREACH SERVICES IN BARCELONA, BILBAO, TENERIFE, IBIZA, SEVILLA

The Philippine Embassy wishes to inform the public that **YOU MAY NOW GET YOUR APPOINTMENT** for passport renewal during the Embassy's CONSULAR OUTREACH SERVICES IN BARCELONA, BILBAO, TENERIFE, IBIZA AND SEVILLA through the *official ON-LINE APPOINTMENT SYSTEM* at [www.philembassymadrid.com](http://www.philembassymadrid.com).

### **HOW TO MAKE AN APPOINTMENT:**

- Go to [www.philembassymadrid.com](http://www.philembassymadrid.com), click "*ON-LINE APPOINTMENT FOR CONSULAR OUTREACH*".
- Select the area, date and choose your preferred time.
- Enter the required personal details and your email address.
- Once done, a CONFIRMATION will be sent to your email.
- The list of appointments will NOT BE POSTED on FB page anymore. Instead, print and bring your email confirmation as proof of your appointment during the outreach service.
- Please refrain from taking more than one appointment per person to allow other applicants the opportunity to avail of the service.
- **THE APPOINTMENT IS ONLY VALID FOR THE PERSON WHOSE NAME APPEARS ON THE EMAIL CONFIRMATION, as verified by the Embassy during the outreach. The appointment schedule cannot be transferred to another person.**
- Each applicant should get an appointment. (one applicant=one appointment)

### **IMPORTANT**

- Please bring your duly filled-out forms with original and photocopies of complete documentary requirements.
- The list of requirements, forms, procedure and schedule of fees may be accessed through [www.philembassymadrid.com](http://www.philembassymadrid.com) (Click "Consular Services").
- In some areas, the venue of the outreach service will be announced one week before the scheduled outreach at the Facebook Page of the Embassy (@PHinSpain).
- Please allot sufficient time during outreach. Your appointment time is ESTIMATED TIME ONLY. Service will depend on applicant turn-out and documents submitted.
- THE ON-LINE APPOINTMENT SYSTEM IS ONLY FOR PASSPORT SERVICES DURING THE CONSULAR OUTREACH. Appointment is not necessary for other services.
- NO NEED FOR APPOINTMENT for those who will apply at the Consular Section in MADRID.

**Maraming Salamat po!**



## MAHALAGANG PAALALA

# ON-LINE APPOINTMENT SYSTEM

## FOR 2018 CONSULAR OUTREACH SERVICES IN BARCELONA, BILBAO, TENERIFE, IBIZA, SEVILLA

Nais pong ipaalam sa lahat na MAARI NANG KUMUHA NG APPOINTMENT PARA SA PASSPORT RENEWAL SA CONSULAR OUTREACH SERVICES SA BARCELONA, BILBAO, TENERIFE, IBIZA AT SEVILLA sa pamamagitan ng *official ON-LINE APPOINTMENT SYSTEM* sa [www.philembassymadrid.com](http://www.philembassymadrid.com).

### **PAANO KUMUHA NG ON-LINE APPOINTMENT:**

- Pumunta sa [www.philembassymadrid.com](http://www.philembassymadrid.com) at i-click ang “ON-LINE APPOINTMENT FOR CONSULAR OUTREACH”.
- Piliin ang lugar, petsa at oras.
- Ilagay ang mga kailangang impormasyon at email address.
- Pag nakumpleto na lahat, ipapadala sa email ang “CONFIRMATION”.
- HINDI NA PO MAGPAPALABAS NG LISTAHAN NG MAY APPOINTMENT. Dalhin lamang ang kopya ng “EMAIL CONFIRMATION” sa araw ng outreach service.
- Iwasan po natin ang pagkuha ng mahigit sa isang appointment upang mapagbigyan ang iba pang nagnanais ng serbisyo.
- **ANG NAKUHANG APPOINTMENT AY VALID LANG PO SA KUNG SINO ANG NAKAPANGALAN SA EMAIL CONFIRMATION AT HINDI MAARING GAMITIN O IBIGAY ITO SA IBANG TAO.** May verification ng email confirmation base sa listahan na manggagaling sa machine pagdating sa outreach.
- Bawat aplikante ay kailangang kumuha ng appointment (isang aplikante=isang appointment)

### **IMPORTANT**

- Dalhin po lamang ang duly filled-out forms kasama ang original at photocopies ng kumpletong requirements.
- Ang listahan ng requirements, forms, procedure and schedule of fees ay maaring Makita sa [www.philembassymadrid.com](http://www.philembassymadrid.com) (i-click ang “Consular Services”).
- Sa ibang outreach na wala pang specific na venue, abangan po sa Facebook Page ng Embassy (@PHinSpain) ang announcement, isang linggo bago mag-outreach.
- Maglaan po tayo ng oras. Ang inyong oras ng appointment ay ESTIMATED TIME lamang po. Ang bilis ng proseso ay depende sa serbisyo at sa mga naunang aplikante.
- ANG ON-LINE APPOINTMENT SYSTEM AY PARA LAMANG SA MAG A-APPLY NG PASSPORT SA CONSULAR OUTREACH. Para sa ibang serbisyo, hindi na po kailangan ang appointment.
- Kung sa Consular Section nama po sa MADRID mag a-apply ng passpot, HINDI NA PO KAILANGAN ANG APPOINTMENT.

**Maraming Salamat po!**