

Gz.: RK 516 SV/FZ

Requirements for the Application for a Visa for Family Reunion to a Spouse, to Parents, of a Parent with custody to a German Child (Minor)

The visa application has to be submitted personally by the applicant on the day of the scheduled appointment (s. link: http://www.manila.diplo.de/contentblob/2612414/Daten/964031/MB_vis_a_appointment.pdf) at the Embassy.

The Embassy will not accept visa applicants without an appointment.

Only citizens who require visas to enter Germany and who are residing permanently in the Philippines, the Marshall Islands, Micronesia or Palau may apply for their visa with the German Embassy in Manila (for the table of countries whose citizens require/do not require visas to enter Germany please use the following link: http://www.auswaertiges-amt.de/EN/EinreiseUndAufenthalt/StaatenlisteVisumpflicht_node.html).

All applicants have to submit the following:

- Two (2) application forms duly filled in **completely** (can be obtained at the reception area of the Embassy or downloaded from our website);
- Three (3) pictures (s. link: http://www.bundesdruckerei.de/en/service/service_download/service_citizen_idDocSample_05_72dpi.pdf); Two
(2) 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, with which you would like to travel to Germany;
- Birth certificate *) of the applicant;
- Visa fee 60,- € payable in Philippine Pesos (cash) at the current exchange rate (the visa fee is waived for spouses of German or EU-citizens as well as for parents of German or EU-citizen minors);
- Security questionnaire ('Sicherheitsbelehrung') answered **completely** and signed by the applicant (2 copies); available at the reception area of the Embassy or on the website of the Embassy;
- Informal invitation of the family member in Germany, that it is intended to live together in a family union in Germany;
- 2 Xerox of all original documents (Passport: only the data page).

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

- Marriage certificate *) of the applicant (if the marriage took place in Germany, the German marriage certificate (Heiratsurkunde) is accepted as a photocopy or fax);
- Certificate *) regarding the appearance of the applicant's name in the 'National Indices of Marriages' (CEMAR=Advisory on Marriages; excerpt from the in the 'National Indices of Marriages'); this document must not be older than six (6) months from the date of issuance;
- Proof of basic knowledge of the applicant of German language (s. below) **)
- Copy of the federal identity card (front- and back page) **OR** passport and registration card of the spouse in Germany and (where applicable) a Xerox copy of the valid residence permit in Germany; these documents do not have to be authenticated.

... TO PARENT/S (for minors):

- Birth certificate *) of phil. parent/s of the applicant;
- NSO Index *) regarding the parent, to whom the applicant wishes to move to; this document must not be older than six (6) months from the date of issuance;
- Marriage certificate *) of the parent/s of the applicant (if the parents' marriage took place in Germany, the German marriage certificate (Heiratsurkunde) is accepted as a photocopy or fax);
- Proof of legal custody (for minors with parents whose marriage was dissolved/annulled);
- Personal appearance of all parents of the applicant that have custody (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);
- Copy of the federal identity card (front- and back page) **OR** passport and registration card of the parent in Germany and where applicable copy of the valid residence permit in Germany; these documents do not have to be authenticated;
- For applicants, who are already 16 years of age and above and do not apply for their visa at the same time as their parent: proof of knowledge of the applicant of German language (equivalent to level C1 of the European language norm) **)

... TO GERMAN MINORS (only if the applicant has custody for the German child):

- Birth certificate *) of the German child
- NSO Index *) regarding the applicant; this document must not be older than six (6) months from the date of issuance);
- Proof of legal custody (if the marriage of the parents of the minor was dissolved/annulled);
- Proof of German citizenship of the child, e.g. copy of the passport of the German child, or information, if and when a German passport was applied for;
- Information, where the applicant and the child intend to stay together in Germany (e.g. registration card).

All documents have to be submitted in original with two copies.

The Embassy reserves the right to request further documents

*) All Philippine documents regarding the civil status as well as the NSO-Index (certificate regarding the appearance of the applicant's name in the 'National Indices of Marriages' (CEMAR=Advisory on Marriages OR CENOMAR= Certificate of No Marriage)) must be submitted to the Embassy in the ORIGINAL and must be issued by the National Statistics Office (NSO) in Quezon City (see address on attached leaflet) on SECURITY PAPER (SECPA) (more information see below). The documents do not have to be authenticated by the Philippine Department of Foreign Affairs (DFA). The Submission of translations of the documents is not required for the submission of the application. It is helpful for the visa processing if, in the upon submission of the visa application, it is mentioned to the Visa Section whether a previous checking of the applicant's documents already took place in the past.

**) These documents can be handed in later, but have to be submitted to the Embassy or the competent Alien's Office, when a decision is made. All other documents have to be submitted on application, otherwise the application cannot be processed.

PLEASE NOTE:

Long term visas can not be issued without the approval of the responsible Aliens' Office in Germany (§31 AufenthVO); the visa can therefore only be issued when the Embassy has received the approval.

A processing time of several months must be expected. This depends among other things on whether a checking of the documents must be carried out. In the case of a late registered birth certificate a checking of the documents is automatically required. In this case the documents and certificates stated in the attached information leaflet "Examination of Philippine Documents" must be submitted (available via the following link: http://www.manila.diplo.de/Vertretung/manila/en/04/Konsularischer_Service/exam_phil_documents.html).

The competent Aliens' Office ("Ausländerbehörde") in Germany might consult the Civil Registry Office in Germany whether an examination of the applicant's documents is necessary. It is therefore strongly advisable that the applicant or his / her sponsor gets in touch with both offices and arranges for the request for checking of the documents to be forwarded to the Embassy where required.

Additional documents can be submitted by courier, post, or personally from Monday to Thursday between 11:00 a.m. and 12:00 p.m. and on Friday between 10:00 a.m. and 11:00 a.m.

Applicants are requested to inform the Embassy of any changes of their contact details to avoid delays or inconvenience.

Passports and letters (e.g. informing of the result of the visa application) are sent to the applicants by the Embassy via courier service. The courier fee is 160,- PhP (payable upon delivery).

Address:
25/F Tower 2 RCBC Plaza
6819 Ayala Avenue, 1200 Makati City
Metro Manila, Philippines

Office Hours: Mo-Thurs: 7.30 am-3.30 pm
Fr: 7.30 am - 12.30 pm

Telephone hours:
Mo-Fri: 9.00 am – 11.00 am
Mo-Thurs. 2 pm – 3 pm

Application Hours:
Mo-Thurs: 8.00 am -1.30 pm
Fr: 8.00 am -11.30 am
Entrance Hours for other concerns:
Mo-Thurs: 11.00 am – 12.00 am
Fr: 10.00 am – 11.00 am

Tel. : (0063-2) 702 3000
Visa-Tel.: (0063-2) 702 3001
Fax : (0063-2) 702 3015
Visa-Fax: (0063-2) 702 3045
Homepage: www.manila.diplo.de/visa
Email: visa@mani.diplo.de

CONTACT DETAILS OF THE EMBASSY

Applications can be submitted: Monday to Thursday 8 a.m. to 1 p.m.
(only after making an appointment) Friday 8 a.m. to 11:30 a.m.
Entrance for other concerns: Monday to Thursday 11:00 a.m. to 12:00 p.m.
(e.g. to submit additional documents) Friday 10:00 a.m. to 11:00 a.m.

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

Visa Tel.: 702 3001
Visa-Fax: (0063 2) 702 3045
E-Mail: visa@mani.diplo.de
Website: www.manila.diplo.de/visa

For inquiries about visa matters that are not explained on the website you may call the Visa Section Monday to Friday 9.00 to 11.00 am as well as Monday to Thursday from 14:00 to 15:00 hours.

Due to data protection reasons the Embassy cannot give information on the progress of a visa on the phone, as the identity of the caller cannot be confirmed by the visa section. Information of applicants, which is obtained during the visa process, as well as information on the progress of a single visa case is subject to data protection.

If you should consider it necessary to ask for the progress of an application for a special reason, we kindly ask you to come to the Embassy in person or submit a written inquiry with an explanation of the reasons.

The visa section is only allowed to provide information on an individual visa case to

- the applicant himself OR
- persons who can submit a written authorization of the applicant OR
- legal representatives, whose power of representation is grounded on a legal basis (e.g. parents for their children).

Accordingly the Embassy is not allowed to provide information to spouses/fiancé(e)s/employers and so on, until a written authorization is submitted. Therefore an informal but signed by the applicant authorization has to be attached to the request.

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.

Any language certificate that is issued by an examiner who is accredited by the *Association of Language Testers in Europe* (ALTE) may be accepted. More information is available on the following website: http://www.alte.org/members/german/dv_wbt/german/index.php.

There is currently no examiner based in the Philippines who is certified by ALTE.

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/visa), where you will find information regarding possible exceptions from this requirement.

Further information on Philippine documents that have to be submitted

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:

- ➊ **COURT OF FIRST INSTANCE** - Clerk of Court (for preparation), Judge of Court (for signing) - **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.

- ➋ **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 oder 834-4255
Fax: (0063-2) 834-4266
Bürozeiten: Montags-Freitags
von 08.00 bis 17.00 Uhr
Webseite: www.dfa.gov.ph

Court Orders and/or Certificates of Finality

These documents have to pass the **Department of Foreign Affairs** (address see under point ➋)