

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
AMBASSADE I REPUBLIKKEN FILIPPINERNE  
COPENHAGEN, DENMARK**

**Filing of the Application for Annotation  
of Civil Registry Documents (Report of Birth/Marriage/Death)**

**Registered at the Philippine Embassy in Denmark Pursuant to a Court Decree/Decision**

In accordance with the Philippine Statistics Authority (PSA) Memorandum Circular No. 2021-20, following are the requirements for the annotation of civil registry documents registered at the Embassy pursuant to a Court decree/decision:

**A. Domestic Court Order/Decree** (applicable to ROM, ROB and ROD)

- DFA Authenticated (Apostille) Certified photocopy of the registered Court Order/Decree;
- DFA Authenticated (Apostille) Certified photocopy of the corresponding Certificate of Finality;
- DFA Authenticated (Apostille) Certified photocopy of the Certificate of Registration of the Court Order/Decree;
- DFA Authenticated (Apostille) Original copy of the Certificate of Authenticity of the Court Order/Decree;
- PSA issued Civil Registry document (ROB, ROM, ROD) pertaining to the Court Order/Decree.

**B. Foreign Court Judgment/Order/Decree** (applicable to ROM only)

- DFA Authenticated (Apostille) Certified True Copy of the registered Foreign Court Judgment/Order/Decree issued by the City Civil Registrar (CCR) of Manila;
- DFA Authenticated (Apostille) Certificate of Registration of the Foreign Court Judgment/Order/Decree issued by the City Civil Registrar (CCR) of Manila;
- DFA Authenticated (Apostille) of the Certified photocopy of the Court Decision recognizing the Foreign Court Judgment/Order/Decree;
- DFA Authenticated (Apostille) Certified photocopy of the corresponding Certificate of Finality;
- DFA Authenticated (Apostille) Original copy of the Certificate of Registration of the Court Decision recognizing the Foreign Court Judgment/Order/Decree;
- DFA Authenticated (Apostille) Original copy of the Certificate of Authenticity of the Court Decision recognizing the Foreign Court Judgment/Order/Decree;
- PSA issued Report of Marriage (ROM).

**Upon completion of the requirements, applicants are advised of the following steps:**

1. Verify the authenticity of the court documents with the PSA Central Office. Below are contact details of the PSA, for reference:

***PSA CIVIL REGISTRY SERVICES:***

*Civil Registration Service Building, PSA Complex, East Ave., Diliman, Quezon City*

**Telephone no.** (02)8461-0500 loc. 702, 703, or 705

**Mobile No., (text message only):** 09167928197 / 09055276465 / 09516316050 / 09289175394

**Email:** [crs.qvu1@psa.gov.ph](mailto:crs.qvu1@psa.gov.ph) , [crs.qvu2@psa.gov.ph](mailto:crs.qvu2@psa.gov.ph) , [crs.qvu3@psa.gov.ph](mailto:crs.qvu3@psa.gov.ph)

2. Once duly verified by PSA, applicants can get an online appointment and submit the relevant documents to the Philippine Embassy, Copenhagen on their date of appointment.

The Embassy will forward the annotated copy of the civil registry document to the Department of Foreign Affairs in Manila (it will take approximately 4-6 weeks), for onward transmission to the PSA for proper registration.