

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

REPORT OF BIRTH (ROB)

Checklist of Core Requirements:

- Confirmed online appointment
- Personal appearance of informant mother or father
- Bring all IDs, passports, originals and copies of your documents to the Embassy
- **Bring four (4) copies of each document arranged into four (4) sets in the following order:**
 - Original copy of Report of Birth form signed by informant father, mother or legal guardian (preferably type-written with entries reflecting the date of birth). [Click here for instructions on how to fill-in the entries.](#)
 - Original copy of Affidavit of delayed registration if registration is done 1 year after birth. [Click here for the affidavit form](#)
 - Photocopy of the Certificate of Birth issued and signed by Danish local authorities in English, and LEGALIZED/APOSTILLED BY THE DANISH MINISTRY OF FOREIGN AFFAIRS
 - Photocopies of the passports of father and mother (passport data and signature pages)
 - Civil status of parents
 - If married, photocopy of the Philippine Statistics Authority (PSA) authenticated Marriage Certificate or Report of Marriage.
 - If unmarried and father decides to file for admission of paternity and use his surname, the father needs to sign an Affidavit of Admission of Paternity and Affidavit to use the surname of the Father at the Embassy. The Embassy will also issue a Certificate of Registration (If this is the case, kindly inform the Embassy before the set appointment.)
- Service and expedite fee for the following services that may be applicable to you:
 - Report of Birth plus expedite fee: DKK 280.00
 - Affidavit for delayed registration of birth, plus expedite fee: DKK 280.00
 - Affidavit of admission of paternity, plus expedite fee: DKK 280.00
 - Affidavit to use the surname of the father, plus expedite fee: DKK 280.00
 - Certificate of Registration, plus expedite fee: DKK 280.00
 - New passport application: DKK 480.00

If with a Danish bank account, payment via instant bank transfer is preferred. Payment instructions will be provided upon receipt of your appointment confirmation.
- Book a separate appointment for other services, such as a new Philippine passport for the child.

Note: Please upload PDF or JPEG copies of all documentary requirements applicable to you when you book an appointment.