

**ADVISORY AND GUIDELINES ON THE CONSULAR OUTREACH  
AND OVERSEAS VOTER REGISTRATION IN GIMHAE**

Gimhae Foreign Workers' Center, I-Joy Building 6-7F, 81 Garak-ro, Gimhae-si  
**31 March to 01 April 2023**

The Philippine Embassy wishes to inform the Filipino community that it will conduct a **Consular Outreach Mission and Overseas Voter Registration from 31 March 2023, Friday (09:00 AM to 06:00 PM) to 01 April 2023, Saturday (09:00 AM to 03:00 PM) at the Gimhae Foreign Workers' Center, I-Joy Building 6-7F, 81 Garak-ro, Gimhae-si.**

The Embassy will render consular services including processing of passport applications and renewals, civil registrations, notarials, travel documents, NBI clearances, Embassy IDs and other certifications. Representatives from POLO, OWWA and Pag-Ibig will join the consular team to provide information on labor, welfare assistance, OEC processing, employment contract verification, OWWA membership and other services. Overseas Voter Registration will similarly be offered during this outreach.

The following guidelines shall be observed:

1. All applicants are required to observe appropriate health protocols and social distancing measures.
2. For passport-related transactions, appointment slots may be obtained at <https://www.passport.gov.ph/> (choose and click under site ("Gimhae Outreach")). The slots will be made available to the applicants **from 01 to 30 March 2023**. There will be 136 slots opened for 31 March, and 100 slots for 01 April.
  - Applicants for replacement of lost passports do not need to book an online appointment. However, for numbering and pre-processing purposes, they are advised to contact the Consular Outreach Team of the Embassy regarding their preferred date and time via email at [consular@philembassy-seoul.com](mailto:consular@philembassy-seoul.com) or text message at [010-9385-0535](tel:010-9385-0535). They will then be asked to prepare and submit their supporting documents to the Embassy no later than 15 March 2023.
  - Minor children who will apply for passports for the first time are likewise not required to undergo the online appointment system. But the parents of said children are advised to contact the Consular Outreach Team of the Embassy on their preferred date and time via email at [consular@philembassy-seoul.com](mailto:consular@philembassy-seoul.com) or text message at [010-9385-0535](tel:010-9385-0535), for confirmation and numbering purposes, no later than 19 March 2023.
  - Dual citizen applicants who are taking the oath of allegiance during the Consular Outreach Service in Gimhae must also secure a passport appointment from <https://www.passport.gov.ph/> if they wish to apply for a new passport.
  - Senior citizens (60 years-old and above); minors who are 7 years old and below accompanied by an adult parent/guardian; persons with disabilities; pregnant women; and those with valid emergencies (such as death of a family member, medical emergency) or urgent need to travel, may be accommodated at any time during the consular outreach service in Gimhae. However, they are advised to inform the Consular Outreach Team of the Embassy via email at [consular@philembassy-seoul.com](mailto:consular@philembassy-seoul.com) or text message at [010-9385-0535](tel:010-9385-0535) regarding the type of service they need, at least one day before coming to the outreach service in Gimhae, for confirmation and numbering purposes.
3. For transactions related to notarial services (i.e., Certificate of Natural Born, Certificate of Philippine Driver's License, Embassy ID, Dual Citizenship) and civil registry services (i.e., Report of Birth, Affidavit of Paternity and Use of Surname of the Father, Report of Marriage, LCCM/Marriage License, Travel Document), please obtain a slot at <https://bit.ly/3Ex4Wqk> beginning **01 March 2023 until 19 March 2023**.

4. All requirements (original and photocopies; for passports, only photocopies are required) may be sent by mail to the Philippine Embassy on or before **20 March 2023 (Monday)** at the address below to allow for pre-processing and same day release of documents for consularization in Gimhae:

Philippine Embassy in Seoul, Republic of Korea  
80 Hoenamu-ro, Yongsan-gu, Seoul  
Postal Code: 04346

5. Filipino nationals who wish to hold their wedding solemnization during the outreach must submit all documents by **19 March 2023 (Sunday)** to be able to comply with the ten-day mandatory posting of the marriage banns.
6. All applicants will receive an email from the Philippine Embassy should you lack other requirements and/or there is a discrepancy in your submitted documents.
7. All applicants for dual citizenship may take their **oath on 31 March 2023 (Friday) at 4:00 PM, and on 1 April 2023 (Saturday) at 10:00 AM**. Applicants are required to arrive at the consular outreach site in the morning for preparation of documents.
8. The Embassy will also accept Overseas Voter Registration during the outreach. All applicants must accomplish the Overseas Voter Registration Form (OVF1) which can be found and downloaded from the COMELEC website [https://comelec.gov.ph/php-tpls-attachments/OverseasVoting/2023RegForms/AnnexA\\_OVF1.pdf](https://comelec.gov.ph/php-tpls-attachments/OverseasVoting/2023RegForms/AnnexA_OVF1.pdf) and bring it during the outreach with any of the following requirements: (1) valid Philippine Passport and a photocopy of the datapage; (2) Identification Certificate for dual citizenship and a photocopy thereof; or (3) Seafarer's Book and a photocopy of the datapage.
9. A consular checklist of requirements may be found at <http://www.philembassy-seoul.com/consular.asp>, while blank forms may be found at <http://www.philembassy-seoul.com/forms.asp>.
10. For transactions related to OWWA membership and OEC processing, please bring valid passport, contract and Alien Registration Card (original and photocopy). For requirements for contract verification, please send email to [labor@philembassy-seoul.com](mailto:labor@philembassy-seoul.com) for pre-evaluation of documents.
11. For inquiries, you may email us at the following:  
Passport - [passport@philembassy-seoul.com](mailto:passport@philembassy-seoul.com)  
Notarial - [notarials@philembassy-seoul.com](mailto:notarials@philembassy-seoul.com)  
Civil Registry - [civilregistries@philembassy-seoul.com](mailto:civilregistries@philembassy-seoul.com)  
ATN - [atn@philembassy-seoul.com](mailto:atn@philembassy-seoul.com)

Thank you.  
28 February 2023.