



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
سفارة جمهورية الفلبين
DOHA

EMBASSY CIRCULAR NO. WCS- 91 -2016

DATE : 16 OCTOBER 2016
TO : ALL FILIPINO COMMUNITY MEMBERS AND ORGANIZATIONS
IN AL KHOR AND SORROUNDING AREAS
SUBJECT : CONSULAR OUTREACH MISSION ON 11 NOVEMBER 2016

The Embassy is pleased to announce that it will conduct a consular outreach mission in Al Khor on 11 November 2016 – 8:00 am to 5:00 pm at the Al Khor Community Old MPR (AKIS School). This event will be the launch of the **Embassy on Wheels** program, which aims to bring the services of the Embassy closer to the Filipino community in Qatar. In this regard, the following services will be offered:

1. PASSPORT RENEWAL

Release of passports will be at the Embassy.

2. CONSULAR SERVICES RELATING TO MARRIAGES AND BIRTHS

- a. Receipt of Applications for Marriage
- b. Receipt of Reports of Marriage
- c. Receipt of Reports of Births

3. APPLICATIONS FOR NBI CLEARANCE

These will be released on the same day.

4. ATTESTATION AND NOTARIZATION OF DOCUMENTS

TYPE OF SERVICE	RELEASING TIME
1. NOTARIZATION (e.g. Affidavits, Sworn Statements, Parental Permits)	SAME DAY
2. CERTIFICATIONS (e.g. Certified True Copy of e-passport, change from single to married name on passport)	
3. ATTESTATION (e.g. original)	

documents duly authenticated by either the DFA or MOFA, Birth/Marriage Certificates, NBI Clearance, School Records)	
4. AUTHENTICATION OF POLO-OWWA verified employment certificates and contracts	
5. AUTHENTICATION (for red ribbon/authentication documents issued in Qatar attested to by MOFA such as, but not limited to, Civil Registry documents, School Records, Police Clearances	Release will be at the Embassy, after two working days
6. ACKNOWLEDGEMENT (e. g. Special Power of Attorney, Court Documents, Real Estate contracts	

Kindly be reminded that for attestation and notarization, the Embassy requires the original documents and a clear copy of the Philippine passport.

Please visit the Embassy website [www.dohape.dfa.gov.ph] to obtain the list of requirements to avail of the said services. Enclosed are the necessary forms, which can also be downloaded at the Embassy website.

The Embassy looks forward to serving the Filipinos in Al Khor.

For further inquiries, please call **Mr. Ed Alcantara at 5524-1547** or **Ms. Misrhym Maulion at 5525-8498**.

Thank you very much.



WILFREDO C. SANTOS
Ambassador