

REQUIREMENTS FOR REPORT OF BIRTH

1. Personal appearance of either parent
2. Five (5) copies of **COMPUTERIZED [Report of Birth \(ROB\) Form](#) with original signature**
 - Use black pen for signing the ROB form;
 - Entries must be in **CAPITAL LETTERS**;
 - Erroneously filled-out forms will NOT be accepted;
 - Item No. 4: indicate the complete details as shown in the HAAD Birth (i.e., AL AHLI HOSPITAL COMPANY – WLL, ABU DHABI, UNITED ARAB EMIRATES);
 - Item No. 7: type of birth (i.e., single, twins, triplets... etc.)
 - Item No. 9 and 11: indicate the full maiden information of the mother;
 - Item No. 14: follow passport details place of birth and country of birth (i.e., Koronadal, South Cotabato, Philippines);
 - Item No. 16: just leave it blank if both were born Filipino; and
 - Item No. 19: indicate the town/city and country in the place of marriage as shown in the Marriage Certificate (i.e. Marikina City, Metro Manila, Philippines) / (i.e. Philippine Embassy, Abu Dhabi, United Arab Emirates)
3. Send an editable soft copy of the accomplished Report of Birth Application Form to abudhabipe.civil@gmail.com with file name ROB – Surname (i.e., ROB – Dela Cruz)
4. Original and four (4) photocopies of the UAE Birth Certificate English translation bearing the UAE-MOFA (Ministry of Foreign Affairs) authentication stamp;
5. Four (4) copies of the parents' valid passports;
6. Certified Original Copy and four (4) photocopies of Marriage Certificate or Report of Marriage from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
7. [Affidavit of Delayed Registration form](#) (**required only for those whose birth occurred more than 1 year ago from the birth of the child**);
8. Negative Certification of Birth Record from PSA (**required only for those whose birth occurred more than 1 year ago from the birth of the child**): and
9. Other necessary requirements/requested by the processor to determine proof of citizenship, identity or eligibility for registration of birth under Philippine Laws.

Cash Payment Only:

- AED 240 for newborn passport application
- AED 140 for attestation (AED40 for expedite fee)
- AED 140 for Report of Birth (AED40 for expedite fee)
- AED 100 for Affidavit of Delayed Registration

Clients who opted to pay the AED40 fee will have their ROB released within the day, after which the Philippine passport may be applied on the same day.