



TRANSCRIPTION OF ACTS

General requirements:

For the certificates from the civil registrar, check first the information on our section LEGALIZATION and then obtain your original documents following these steps:

- 1) Go to PSA get the original certificate (Birth, Marriage, Death...)
- 2) Go next to DFA for the Apostille Certification
- 3) Go to the accredited Translator of the Embassy (click on TRANSLATOR in *Quick Links*).
- 4) Go to the Embassy for the legalization of the translation

Please be reminded that the Embassy only accepts documents and their translations for 6 months after the date of their issuance.

Procedure:

The Embassy in Manila or the SPF Foreign Affairs in Brussels cannot proceed with transcription of foreign civil acts.

Any certificates from the Filipino civil registrar **related to you as a Belgian citizen** (birth, marriage, divorce / annulment of marriage, death) can be transcribed into the civil status registers of the municipality where you are registered or where you will first live after your return to Belgium.

If you are neither domiciled nor a future resident in Belgium, the certificates can be transcribed into the civil status register of – in that specific order of preference:

- your last municipality of registration in Belgium;
- the municipality of your relatives in the ascending line (father, mother, grandfather, grandmother);
- the municipality of your birthplace in Belgium;
- the City of Brussels.

In order to obtain extracts or certified copies of those certificates that have been transcribed into the civil status registers of a Belgian municipality, please contact the relevant municipal authority for the procedure, though everything can also be applied online.