



# PUBLIC ADVISORY

## NO. 41- 2020

### IMPORTANT MESSAGE OF THE PHILIPPINE EMBASSY IN BERNE, SWITZERLAND, 20 DECEMBER 2020

20 December 2020 – In view of the latest measures announced by the Federal Council to address the COVID-19 situation in Switzerland, the Filipino Communities in Switzerland and Liechtenstein are advised to strictly observe all Federal and Cantonal measures in place during this period, especially from 22 December 2020 to 22 January 2021.

Filipinos in Switzerland and Liechtenstein are likewise advised to stay at home and refrain from unnecessary travels to limit their exposure to the virus.

#### **Protocols in place at the Embassy**

In line with the measures issued by the Federal Council and given the limited space at the Consular Section, the public is reminded once again that the Embassy will only accommodate the consular applicant with confirmed appointment five (5) minutes before his/her appointed time.

No companion will be allowed to enter the Embassy premises unless the client is a senior citizen, minor, or PWD, and only if they are in dire need of assistance.

All clients entering the Embassy premises shall wear mask at all times, except during the period when their biometrics are being taken.

Applicants who refuse to follow the Embassy protocols will be asked to leave the premises.

***Clients who do not feel well, are showing symptoms of the virus and/or may have been exposed to the virus are advised not to proceed to the Embassy even if they have confirmed appointments. Concerned clients are advised to inform the Embassy of their condition for the re-scheduling of their appointment, remain home, and call their local health authorities for medical advice.***

***Clients with confirmed appointments, who would like to re-schedule their appointments should inform the Embassy via email ([berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph)) as soon as possible.***

#### **Passport Validity Extension on an exceptional basis**

Filipinos whose passports are ***about to expire***, may wish to request an extension of the validity of their passport for a maximum period of one (1) year, ***on an exceptional basis***, by sending an email to [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph) (copy: [bernepe.passport@dfa.gov.ph](mailto:bernepe.passport@dfa.gov.ph)) with the following attachments: 1) copy of valid Philippine passport; 2) duly-accomplished passport renewal form, which can be downloaded from:

[https://bernepe.dfa.gov.ph/images/New\\_Application\\_Adult01.pdf](https://bernepe.dfa.gov.ph/images/New_Application_Adult01.pdf) for adults and

[https://bernepe.dfa.gov.ph/images/New\\_Application\\_Minor01.pdf](https://bernepe.dfa.gov.ph/images/New_Application_Minor01.pdf) for minors; and 3) a duly-accomplished a Waiver form (see attached). For more information on passport services, please visit:

<https://bernepe.dfa.gov.ph/sample-sites/passport>.

The email request for passport validity extension will be pre-evaluated by the Embassy. If all documentary requirements are in order, the concerned applicant will be advised via email to send the following to the Embassy via postal mail: (1) original passport, (2) duly-accomplished forms, (3) cash payment (CHF25); and (4) self-addressed return envelope with stamp worth CHF6.30 (for registered mail).

The Embassy will extend the validity of an expiring passport for one year from the date of processing of the request on an exceptional basis.

### **Notarial Services**

Consular clients in need of the Notarial / Acknowledgement services of the Embassy are requested to submit a copy of the document to be notarized / acknowledged by email with a copy of their valid passport or identification card.

After pre-evaluation of the said request, the client would be requested to send the said documents to the Embassy by postal mail along with the cash payment (CHF25 plus CHF10, if to be released within 24 hours from the time the documents are received by the Embassy); and self-addressed return envelope with stamp worth CHF6.30 (registered mail).

For more information on Notarials, please visit: <https://bernepe.dfa.gov.ph/sample-sites/notarial-services>. The list of requirements for the Notarial services can be downloaded from: <https://bernepe.dfa.gov.ph/images/Notarials.pdf>.

### **Other Consular Services**

Filipinos in need of Consular services are requested to send an email to the Embassy at [berne.pe@dfa.gov.ph](mailto:berne.pe@dfa.gov.ph) or, in case of emergency, call the Embassy hotline at: 079-542-1992 The public is kindly requested to call the said number **only** in case of an emergency.

For ordinary inquiries, please visit the Philippine Embassy website and check the current advisories.

For more information, including on the Balikbayan Program, quarantine facilities and COVID-19 testing requirements upon entry into the Philippines, and foreign nationals who are exempted from the current travel restrictions in the Philippines, among others, please visit the Advisory and Announcement sections of the Embassy website: <https://bernepe.dfa.gov.ph>.

***The Embassy is continuously monitoring the situation and the announcement of the Federal Council.***

***A follow up advisory to this would be posted if new measures would be implemented by the Swiss Confederation.***

***Please be advised accordingly.***

**§§§**

## PASSPORT VALIDITY EXTENSION WAIVER

I, \_\_\_\_\_, a Filipino national, residing in \_\_\_\_\_ and with contact number, \_\_\_\_\_ declares that I was informed by the Philippine Embassy of the risks related to my application for the one (1) year validity extension of my Philippine passport.

I am aware and hereby confirms that the use of a Philippine passport with extended validity may:

1. Cause refusal of entry at any border/immigration control;
2. Cause delay, inconvenience or refusal in the check-in procedure for international/local flights;
3. Limit the number of days usually given for work or residence permit; and
4. Not be acceptable to employers or any person of authority requiring the said passport.

***I am aware that while the practice of extension of validity of Philippine passports has been discontinued as a matter of policy by the Department of Foreign Affairs, the present limited exemption is made only in light of the prevailing public health emergency condition.***

Having been informed of the attendant risks in using a passport with extended validity and after due inquiries with the appropriate authorities of the acceptability of the said passport, I am respectfully submitting my application for the extension of the validity of my passport.

I also confirm my commitment to renew my extended passport as soon as possible.

\_\_\_\_\_

Print name and signature

Date: \_\_\_\_\_