



6. Request for OSG Assistance in the Transmittal of a Child Support Claim under the United Nations (UN) Convention on the Recovery Abroad of Maintenance

This service covers the receipt, processing, and transmission of child support applications filed by Filipino citizens with children whose other parent is a foreign national. The OSG acts as the central authority, ensuring that applications are transmitted to the relevant foreign authorities under the United Nations (UN) Convention on the Recovery Abroad of Maintenance.

Following the Philippines' ratification of the 2007 Hague Child Support Convention on 22 June 2022, the Supreme Court issued the "Rules on Action for Support and Petition for Recognition and Enforcement of Foreign Decisions or Judgments on Support (A.M. No. 21-03-02-SC)," allowing the Public Attorney's Office (PAO) to file petitions to recognize and enforce foreign support decisions.

For cases involving countries that are not parties to the 2007 Convention but are members of the earlier UN Convention, the OSG remains the designated Central Authority, and all applications must be processed through it.

Office or Division:	Docket Management Service, Secretariat, and Legal Service
Classification:	Highly Technical
Type of Transaction:	Government to Citizen
Who may avail:	Filipino citizens with children whose other parent is a foreign national

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter Request - One (1) original copy of the Letter of Request containing the following information: <ul style="list-style-type: none"> Applicant's contact details (mobile number and email address) Local bank account information for deposit, including account number and SWIFT/routing code 	Requesting Party
2. Birth Certificate – One (1) original copy of the child's birth certificate.	Philippine Statistics Authority (PSA)
3. Proof of Acknowledgment of Filiation – Affidavit of Acknowledgment, photographs showing the parent with the child, and/or testimony of witnesses.	Requesting Party
4. Proof of Identification of the Foreign Putative Parent – Supporting documents may include proof of previously remitted support to the claimant, an itemized list of	Requesting Party



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>the child's maintenance expenses (including food, education, and medical or hospital costs), the amount of support requested, the basis for the child support claim, and school records.</p> <p>5. Other Relevant Documents – Any additional documents that may support the child support application.</p> <p>NOTE: The documents and information requested are generally required by the counterpart agency to substantiate the claimant's relationship with the child and to support the total amount requested for child support.</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File a request at the Docket Management Service (DMS), Ground Floor, OSG Main Building, for assistance in transmitting a child support application.	1. Receive the request and forward it to the OSG Secretariat for assignment to a Legal Division.	None	1 working day	Docket Management Personnel Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS
Processing of the request. 2.1. None	Processing of the request. 2.1. Assign the case to a Legal Division.	None	1 working day	Executive Assistant VI, New Case Unit Secretariat Immediate Supervisor Responsible for Personnel Designation – Chief of Staff



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>addressed to the appropriate embassy</p> <p>b. Review the letter denying the request for assistance due to non-completion of requirements.</p>	None		<p>Secretariat Reviewer</p> <p>Immediate Supervisor Responsible for Personnel Designation – Chief of Staff</p> <p>Assistant Solicitor General</p>
3. Receive a copy of the transmittal of the application for child support to the appropriate foreign embassy or receive the denial letter.	3. Transmit the endorsed application for child support to the appropriate foreign embassy or the denial letter to the applicant.	None	1 working day	<p>Docket Management Personnel</p> <p>Immediate Supervisor Responsible for Personnel Designation – Director IV, DMS</p>
TOTAL		None	18 working days	
<i>NOTE: Processing time is suspended pending submission of complete requirements by the applicant.</i>				