

PASSPORT APPLICATION REQUIREMENTS

PURSUANT TO NEW GUIDELINES BY THE DEPARTMENT OF FOREIGN AFFAIRS (DFA) ON THE ISSUANCE OF THE 10-YEAR VALIDITY ELECTRONIC PASSPORTS EFFECTIVE 01 JANUARY 2018, THE FOLLOWING ARE THE REVISED REQUIREMENTS FOR PASSPORT APPLICATIONS.

PLEASE NOTE THAT MINORS ARE STILL ISSUED PASSPORTS WITH JUST FIVE (5) YEARS VALIDITY.

PLEASE BE GUIDED ACCORDINGLY.

I. ADULT RENEWAL APPLICANT

A. Renewal of Green Passports and any other older passports

TREATED AS A NEW APPLICATION

1. Personal Appearance
2. Accomplished Application Form (NEW)
3. Original and photocopy (data-page) of the passport being renewed
4. Original copy of Philippine Statistics Authority (PSA)-authenticated Birth Certificate on Security Paper

Married Females (who are using their spouse's last name) must also submit Original copy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage

5. Any of the following Valid IDs with one (1) Photocopy
 - Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - School ID (for students)

B. Renewal of Machine Readable Passports (Maroon; without electronic chip symbol on the front cover)

TREATED AS A NEW APPLICATION

1. Personal Appearance
2. Accomplished Application Form (NEW)
3. Original and photocopy (data-page) of the passport being renewed
4. Original copy of Philippine Statistics Authority (PSA)-authenticated Birth Certificate on Security Paper

Married Females (who are using their spouse's last name) must also submit Original copy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage

5. Any of the following Valid IDs with one (1) Photocopy
 - Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - School ID (for students)

C. Renewal of e-Passports (Maroon, with electronic chip sign on front cover)

CORE REQUIREMENTS

1. Accomplished Application Form (RENEWAL)
2. Personal Appearance
3. Current ePassport **with photocopy of data page**
4. Original PSA authenticated documents that will support the change of name (if applicable)
 - Marriage Contract
 - Annotated Birth Certificate
 - Annotated Marriage Contract to show annulment/divorce/court ordered instruction
 - Death Certificate of Spouse

SUPPORTING REQUIREMENTS

In addition to the core requirements, the following supporting documents will be further required for the following cases:

Note: Some cases will require the application to be treated as a New Application rather than a Renewal

1. In case of a Lost VALID ePassport

TREATED AS NEW APPLICATION

- Philippine Statistics Authority (PSA)-authenticated Birth Certificate on Security Paper and a photocopy
- *Married Females* : Original copy of PSA Authenticated Marriage Contract on Security Paper
- Any of the following Valid IDs **with one (1) Photocopy**
 - Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - Valid School ID (for students)
 - Police Report in English
- Affidavit of Loss in English (GBP23.00)
- Verification Fee (GBP5.00)

2 In case of Lost EXPIRED Passport

TREATED AS NEW APPLICATION

- Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper and a photocopy
- *Married Females* : Original copy of PSA Authenticated Marriage Contract on Security Paper
- . Any of the following Valid IDs **with one (1) Photocopy**
 - Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - Valid school ID (for students)
 - Police Report in English
- Affidavit of Loss in English (GBP23.00)
- Verification Fee (GBP5.00)

3 In case of renewal of a frequently Lost Passport

TREATED AS NEW APPLICATION

- Philippine Statistics Authority (PSA)-authenticated Birth Certificate on Security Paper and a photocopy
- *Married Females* : Original copy of PSA Authenticated Marriage Contract on Security Paper
- Any of the following Valid IDs **with one (1) Photocopy**
 - Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card

- Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
- Philippine National Police (PNP) Firearms License
- Senior Citizen ID
- Persons with Disabilities (PWD) ID
- Valid School ID (for students)
- Police Report in English
- Affidavit of Loss in English (GBP23.00)
- Verification Fee (GBP5.00)

WARNING

- Applicant will be included in the DFA Passport Watchlist database; and
- If applicant has lost his/her passport more than three (3) times within a five (5) year period, applicant's passport may only be renewed upon the expiry of the latest passport

4 In case passport has been mutilated or damaged

TREATED AS NEW APPLICATION

- Philippine Statistics Authority (PSA)-authenticated Birth Certificate on Security Paper and a photocopy
- *Married Females* : Original copy of PSA Authenticated Marriage Contract on Security Paper
- Any of the following Valid IDs **with one (1) Photocopy**
 - Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - Valid School ID (for students)
- Affidavit of Explanation (GBP23.00)

Applicant must surrender the mutilated/damaged passport

5 In case applicant is a Dual Citizen

- Government Issued IDs (Refer to Valid Philippine Government Issued IDs or their secondary citizenship/residence counterparts)
- Report of Birth OR Identification Certificate issued by the Philippine consulate or the Bureau of Immigration

6 In case applicant is a Naturalized Citizen

- Identification Certificate of Naturalization from the Bureau of Immigration

7 In case applicant is a Filipino citizen by Election

- Affidavit of Election of Philippine Citizenship
- Identification Certificate of Election from BI

II. ADULT NEW APPLICANT

A. CORE REQUIREMENTS

- 1 Personal Appearance
- 2 Accomplished Application Form (Form No. 1 – NEW)
3. Original copy of Philippine Statistics Authority (PSA) - authenticated Birth Certificate on Security Paper.
Married Females (who are using their spouse's last name) must also submit Original copy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage
- 4 Any of the following Valid IDs with one (1) Photocopy
 - Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - School ID (for students)

B. SUPPORTING DOCUMENTS

In addition to the core requirements, the following supporting documents will be further required in the following cases:

1. In case of Late Registered Birth Certificate

- If Birth Certificate was registered at least ten (10) years ago, application will be treated as a regular application, and no additional supporting documents will be required
- If Birth Certificate was registered less than ten (10) years ago, applicant must submit IDs that pre-date the late registration
- If applicant has no ID's that pre-date the late registered Birth certificate, applicant must produce current IDs and National Bureau of Investigation (NBI) Clearance

2. In case applicant has no Birth Certificate or Report of Birth

- If applicant is born AFTER 1950 - Applicant must first file for late registration with Local Civil Registrar or Consular Office with jurisdiction over the place where applicant was born. Applicant will then submit the original copy of the PSA authenticated late registered Birth Certificate with the requisite supporting documents and IDs that pre-date the late registration
- If applicant is born ON OR BEFORE 1950 - applicant must submit original copies of PSA Authenticated Certificate of No Birth Record and Affidavit of Two Disinterested Persons attesting to the identity of the applicant.

3. If an Applicant's marriage has been dissolved and wants to revert to her maiden surname:

- Applicant must submit original copy of the annotated PSA Marriage Certificate (MC) or Report of Marriage (ROM) stating that the marriage has been dissolved; OR
- Alternatively, if annotated MC or ROM from PSA is not yet available, applicant must submit a Certified True Copy of the Court Order dissolving the marriage and a certificate of Finality from the court.

4. If applicant has lacking data in Birth Certificate or Report of Birth

- Applicant must submit proof of filing of supplemental report or correction from the Local Civil Registrar (LCR)

5. If applicant has discrepancy in data in Birth Certificate / Report of Birth and other documents¹

¹If the discrepant data is in the BC, the applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry. If the discrepant data is in the other documents, the BC will be followed.

- Discrepancy in first name - Applicant must submit a copy of the petition and supporting documents for correction of first name filed with Local Civil Registrar or consulate
- Discrepancy in other data - Applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry

6. If applicant is a Dual Citizen

- Original PSA authenticated Birth Certificate/Report of Birth and Original Identification Certificate issued by the Philippine Foreign Service Post (FSP) or the Bureau of Immigration (BI) and a photocopy
- Government issued IDs (Philippine or from country of second citizenship)

7. If applicant is a Naturalized Filipino Citizen

- Identification Certificate of Naturalization from BI

8. If applicant obtained Filipino citizenship by Election

- Affidavit of Election of Philippine Citizenship
- Identification Certificate of Election from BI

9. If applicant has been granted citizenship by Act of Legislation

- Certified true copy of the law granting citizenship
- Foreign Birth Certificate authenticated by Philippine FSP

III. MINOR APPLICANT

A. CORE REQUIREMENTS

1. NEW APPLICATION

- Accomplished Application Form
- Personal Appearance of minor applicant **and** either parent or authorized adult companion
- PSA Birth Certificate
- Passport or Valid Government issued ID of either parent
- Valid School ID (if available)

2. RENEWAL

- Accomplished Application Form
- Personal Appearance of minor applicant **and** either parent or authorized adult companion
- PSA Birth Certificate
- Passport or Valid Government issued of either parent
- Current Passport of the Applicant and photocopy of datapage
- School ID (if available)

B. SUPPORTING DOCUMENTS

1. **In case applicant has No PSA Birth Certificate/Report of Birth yet**

- If born in the Philippines: Certified True Copy of Local Civil Registrar Birth Certificate authenticated by PSA
- If born abroad: original copy of Report of Birth or first indorsement from Consular Records Division

2. **In case applicant is not accompanied by the parent/s during the application process**

- Applicant must submit a Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad
- Passport or Valid Government issued ID of authorized adult companion

3. **In case applicant is not traveling with parent/s**

- Applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the parent/s. The Affidavit of Support and Consent must be Consularized by the Philippine Embassy/Consulate if executed abroad

- Passport or Valid Government issued ID of authorized adult companion

4. In case applicant is an illegitimate child in custody of the Mother

- Personal Appearance of minor applicant and mother or authorized adult companion
- PSA Birth Certificate
- Passport or Valid Government issued ID of mother or authorized Adult Companion
- *If applicant is not accompanied by mother during the application process, applicant must submit a Special Power of Attorney executed by the mother designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad*
- *If applicant is not traveling with Mother, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate if executed abroad.*

5. If the applicant is an Illegitimate child and mother is deceased / absent and father is unknown

- Personal Appearance of minor applicant and adult guardian
- PSA Birth Certificate
- Valid Passport or valid government ID* of adult guardian
- DSWD Clearance
- Affidavit of Guardianship
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6. If the minor applicant is undergoing or has undergone the process of domestic adoption

- Personal Appearance of minor applicant and adoptive parent/s
- PSA Birth Certificate
- Valid passport or valid government issued ID of adoptive parent/s Court Decree of Adoption
- **If applicant is not accompanied by adoptive parent/s during the application process, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad.**
- **If applicant is not traveling with adoptive parent/s, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate if executed abroad.**

7. If the minor applicant is undergoing or has undergone the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process

- Personal Appearance of minor applicant and ICAB representative
- PSA Birth Certificate/PSA Certificate of Foundling
- Endorsement from ICAB
- Certificate of Child Available for Adoption/Deed of Voluntary Commitment
- Placement Authority issued by ICAB
- Certificate for Issuance of Passport issued by ICAB
- Clearance for Inter-Country Adoption
- Child Study Report
- DSWD clearance

8. If the applicant is a foundling NOT for adoption

- Personal Appearance of minor applicant and adult guardian
- PSA Certificate of Foundling
- Passport or Valid Government issued ID of adult guardian
- DSWD clearance
- Affidavit of guardianship

GENERAL REMINDERS

- 1 Personal appearance is required for **all** applicants.
- 2 To ensure entry to countries with strict dress codes, all applicants are required to wear decent clothing for passport photo capture.

Plunging necklines, sleeveless clothing, spaghetti strapped tops, see-through tops, *sando*, tube tops, halters and the like are prohibited.
- 3 Earrings and colored contact lenses **are not allowed** during data capture
- 4 Only immediate family members are allowed to get the passport in behalf of the applicant. Immediate family members include father, mother, brother, sister, spouse, and children of legal age.
 - The passport will only be released to an immediate family member with proper authorization letter
 - The passport of the minor applicant shall be released only to parents or adult siblings or to an authorized representative with Special Power of Attorney or Affidavit of Support and Consent
- 5 Passports unclaimed after six (6) months will be cancelled
Per Department Order No. 37-03.

Accepted valid PHL government issued IDs:

- Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
- Land Transportation Office (LTO) Driver's License
- Professional Regulatory Commission (PRC) ID
- Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
- Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
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 - School ID (for students)