



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

NOT FOR SALE

MACHINE READABLE PASSPORT APPLICATION

DDL-DCFG-EPE Rev. September, 2007

PLEASE PROVIDE CORRECT INFORMATION AND DO NOT LEAVE SPACES BLANK.

_____ LAST NAME / APELYIDO		<p>Paste one 4.5 cm x 3.5 cm new colored photo with ROYAL BLUE background.</p>
_____ FIRST NAME / PANGALAN (Jr. / II / III)	_____ DATE OF BIRTH (Ex. 01-January-2000)	
_____ MIDDLE NAME / GITNANG PANGALAN	_____ PLACE OF BIRTH / POOK NG KAPANGANAKAN	
GENDER / KASARIAN: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		

Civil Status: _____ **Maiden or Single Name of Wife /**
Name of Husband (if applicable) _____

 First Name Middle Name Last Name

Complete Mailing Address _____ Tel. No. _____

Present Occupation _____ Country of Destination _____ Mobile No. _____

Office Address _____ Tel. No. _____

Name of Father _____ Citizenship _____

 First Name Middle Name Last Name

Maiden / Single Name of Mother _____ Citizenship _____

 First Name Middle Name Last Name

Citizenship acquired by: <input type="checkbox"/> Birth <input type="checkbox"/> Election <input type="checkbox"/> Marriage <input type="checkbox"/> Naturalization <input type="checkbox"/> R.A. 9225 <input type="checkbox"/> Others _____	Purpose of Travel: <input type="checkbox"/> Tour <input type="checkbox"/> Business <input type="checkbox"/> Migration <input type="checkbox"/> Study <input type="checkbox"/> Work <input type="checkbox"/> Others _____
Are you a holder of a foreign passport? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, from what country? _____	Have you ever been issued a Philippine Passport? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Latest Passport Number: _____ Date of Issue: _____ Place of Issue _____
This serves as Affidavit of Support and Consent to Travel (for applicants below 18 years old ONLY) Name of minor's traveling companion: _____ Companion's Relationship: _____ Address / Contact number: _____ <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Parent or Legal Guardian</p>	This serves as Affidavit of Loss Lost Passport Number: _____ Issued on: _____ Issued by: _____ Date lost: _____ Lost due to: _____ <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature of Applicant</p>

I SOLEMNLY SWEAR that 1) I am a Filipino citizen. 2) The information I provided in this application is true and correct. 3) The supporting documents attached are authentic. 4) I have not been issued a passport under any other name. 5) The attached photograph is mine. 6) I am aware that under the law, I am allowed to hold only one Philippine passport at any given time. 7) I am aware that making false statements in passport application, furnishing falsified or forged documents in support thereof are punishable by law.

Take care not to perforate the photograph

<div style="text-align: center; border: 1px dashed black; border-radius: 50%; padding: 20px;"> Place Two (2) Photos in a pouch then staple here. </div>		
	Left Thumb Mark	Right Thumb Mark

SIGNATURE OF APPLICANT

REMARKS:

FOR STRICT COMPLIANCE: Please print name and affix initials

Processor _____ Signing Officer _____

RECEIVED CANCELLED PASSPORT:	RECEIVED NEW PASSPORT:
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REQUIREMENTS FOR FIRST TIME PASSPORT APPLICANT

- Personal Appearance** is required.*
- Duly accomplished application form.**
- Birth Certificate (BC)** in **Security Paper (SECPA)** issued by the **National Statistics Office (NSO)** or **Certified True Copy (CTC)** of **BC** issued by the **Local Civil Registrar** duly **authenticated** by NSO.
- Three (3) colored photos** of the applicant taken against a **royal blue** background. Applicant should be in **decent attire with collar**. Photo must be of good quality, and must have been taken within the **last six (6) months**. Photo size: 4.5 cm x 3.5 cm. Facial image size: Not less than 3 cm. DFA has the right to reject photos that do not comply with specifications and international standards.
- Proof of identity / Supporting documents** indicating full name, date and place of birth and citizenship
- Other Supporting documents** (please refer to the list below)

Additional Requirements

For married women, who want to use surname of their spouse

- Marriage Contract (MC)** in **Security Paper** issued by NSO or Certified True Copy issued by the **Local Civil Registrar** duly authenticated by NSO.

For married women who would like to revert back to their maiden name

- If already widowed:* **Death Certificate** of the deceased husband;
- If marriage is annulled:* Certified true copy and photocopy of the first page and the dispositive portion of the **judgment on annulment** and NSO-issued MC with the annotation on the annulment decree;
- If divorced:* Certified true copy and photocopy of the first page and the dispositive portion of the **judgment on divorce secured by foreign spouse** authenticated by the Philippine Embassy or Consulate where the divorce is obtained.

For Minors (below 18 years old)

- Personal appearance** of either parent (if minor is of legitimate status).
- Personal appearance** of mother (if minor is of illegitimate status)

If minor is NOT traveling with either parent:

- Original and photocopy of **DSWD Clearance**
- Affidavit of Support and Consent**

If both parents are abroad:

- Affidavit of support and consent** (must be authenticated by the nearest Philippine Embassy or Consulate General if not executed before a Consul).
- Special Power of Attorney** (must be authenticated by the nearest Philippine Embassy or Consulate General if not executed before a Consul designating the representative by name and authorizing him to apply for a passport on behalf of the minor).
- Passport** and photocopy of the passport of the traveling companion of the minor.
- Identification Card** and photocopy thereof of the duly authorized person.

For Muslim applicants

For those whose births were registered:

- Please refer to requirements for first time passport applicants.

For those whose births were not registered:

- Late registered **Birth Certificate (BC)** in **Security Paper (SECPA)** issued by the **National Statistics Office (NSO)**
- Original and photocopy of **Voter's Affidavit** or **other supporting documents** indicating date and place of birth and citizenship, identity and tribal affiliation.
- Certificate from the Office on Muslim Affairs (OMA)**

For converts:

- Submit annotated **Birth Certificate (BC)** in **Security Paper (SECPA)**
- Court Order** granting change of name
- Shari'ah Court Order**
- OMA Certificate of Conversion**

REQUIREMENTS FOR RENEWAL OF PASSPORT

***PERSONAL APPEARANCE IS REQUIRED.**

Brown Passport or issued prior to 01 May 1995

- Old passport** and photocopy of passport pages 1,2,3 (amendment). The pages showing latest Bureau of Immigration departure and arrival stamps.
- Supporting document with complete middle name.**

Green Passport or issued after 01 May 1995

- Present passport** and photocopy of inside and back cover.
- The pages showing latest Bureau of Immigration departure and arrival stamps.
- For illegitimate minor, **personal appearance of mother** is required.

For married women, who want to use surname of their spouse:

- Personal Appearance** is required
- Marriage Contract (MC)** in **Security Paper** issued by NSO or CTC issued by the **Local Civil Registrar** duly authenticated by NSO.

For Minors (below 18 years old): Personal appearance of either parent is required.

If minor is NOT traveling with either parent:

- Original and photocopy of **DSWD Clearance**
- Affidavit of Support and Consent**

If both parents are abroad:

- Affidavit of support and consent** (must be authenticated by the nearest Philippine Embassy or Consulate General if not executed before a Philippine Consul).
- Special Power of Attorney** (must be authenticated by the nearest Philippine Embassy or Consulate if not executed before a Philippine Consul designating the representative by name and authorizing him to apply for a passport on behalf of the minor).
- Passport** and photocopy of the passport of person travelling with the minor.

REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORTS

- Personal Appearance** is required.
- If the lost passport is still valid, please submit **Police report**
- Submit same documents required for **first time passport applicants**.

❖ Please take note that there will be a **15-day clearing period** prior to the processing of application for replacement of a lost valid passport.

PASSPORT FEES

Regular Processing
(14 working days)
44-Page = P 500.00

Expedited Processing
(7 working days)
Additional P 250.00

Replacement of Lost valid Passport
44-Page = P 700.00

LIST OF OTHER SUPPORTING DOCUMENTS

- Marriage Contract
- PRC / IBP ID
- Land Title
- Driver's License
- Government Service Record
- Old SSS-E1 form/or digitized SSS-ID
- School Form 137 or Transcript of Records
- Other documents that show full name and birth details of applicant and citizenship
- Voter's Registration Record
- Baptismal Certificate
- Seaman's Book
- Income Tax Return (Old)

REMINDERS:

- * Personal appearance is required except when the applicant is:
 1. 8 years old and younger;
 2. 65 years old and older;
 3. mentally or physically incapacitated.
- ❖ Passports unclaimed after **six (6) months** will be cancelled per Department Order No. 37-03.
- ❖ The Department is authorized to reject applications not supported by sufficient supporting documents.
- ❖ Check all data in the passport upon release.