

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

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

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.

For inquiries please call (02) 556-0000 or visit <http://www.dfa.gov.ph>