

# Issuance of Certification on Passport Authenticity

## Consular Information Center:

834-4000

## Schedule of Availability:

Monday-Friday, from 7:00am to 4:00pm

## Who May Avail of the Service:

Philippine Green Passport holders (valid)

## Requirements:

- Valid Original Passport
- Two(2) photos (2x2 or passport size) taken within the last six (6) months prior to submission of document
- Photocopy of the first page and the last page of the passport

## Duration:

3 working days

## How to Avail the Service:

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON INCHARGE
1	Window (Gate 3- Ground Floor)	CRD	Proceed to CRD Window and get application form and explain how to fill-out the form	7 mins	Pro
Personnel) for Passport Certification	n/a	Application			
NOTE:					
Issued only for Machine Readable Ready Passport (MRRP)					
Fill-out application form and give it to the process	Receive application process				

Present original valid passport and photocopy of first and last page of the passport	
Submit two (2) passport sized photos, taken not more than six (6) months.	
4.	Applicant returns on the day of release. His/her authorized representative may also present the certifications and day
5	It will be signed by the Acting Director or his/her duly authorized representative
passport sized photo and day	seal of the Department.
6.	Proceed to CRD Window Release of the Passport Certification to the applicant

\*Personal appearance is required except when the applicant is:

- Eight (8) years old and below, must be applied by either parents.
- Sixty (60) years old and above and applied only by an immediate family member and must present
- Mentally or physically incapacitated and applied only by an immediate family member and must pr
- Personal appearance may be at the time of application, and/or upon release of document

## **Processing of Passport Records Requests and Receiving of Af**

### **Consular Information Center:**

**834-4000**

### **Schedule of Availability:**

Monday-Friday, from 7:00am to 4:00pm

### **Who May Avail of the Service:**

- Those who have problems with their passports such as, mutilated, discrepancies and double passp
- Any one who lost their passport and want to have a valid passport.

### **Requirements:**

- Affidavit of Loss
- Police Report

### **Duration:**

15 days for LOST VALID PASSPORTS

6 working days for SPOILED, MUTILATED PASSPORTS and passports with DISCREPANCIES.

**How to Avail the Service:**

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE
1	Processing, Courtesy Lane and/or Director's Office Personnel)	200php	Fill-out request form attached to the referral slip given to the Processor(CRD		
	penalty for lost valid passports	n/a			
	CRD Window (Gate 3-Ground Floor)	Proceed to CRD Window	Receives request form and attachments from the applicant		
2.	representative may pick up the releasing of Affidavits	Applicant should return on the day of the release. His/her authorized representative may pick up the releasing of Affidavits	Advised applicants (through a travel agency).		
	Records are then forwarded to the requesting office	n/a	n/a		
3.	Affidavit	Present claim slip/or duplicate copy of Affidavit	Releases the document/\$5 mins		CRD Personnel

RELEASING FOR PASSPORT RECORD REQUEST FOR AFFIDAVIT OF LOSS IS AFTER 15DAYS

\*For replacement of lost valid passport, applicant will be given a receipt issued by the CRD processor

\*\*Payment will be included in the passport processing fee as a penalty for LOST VALID PASSPORTS

**Assistance to Nationals (ATN) Registration Process for Delayed****Consular Information Center:**

834-4000

**Schedule of Availability:**

Monday-Friday, from 8:00am-4:00pm

**Who May Avail of the Service:**

Filipinos who have come back to the Philippines and failed to register at the

**How to Avail the Service:**

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE
1.	CRD Window				
(Gate 3- Ground Floor)	Person applying for the Delayed Registration of Birth, Marriage and Death can proceed to the Consular Records Division (CDR) located at the basement for interview.	Verifies if the vital event was reported to the nearest Concerned Post.			
Personnel	n/a	n/a			
	If reported, a record locator shall be given to the applicant in requesting a re-NSO.	3 mins			
	If not reported, a list of requirements will be given to the applicant for him/herself for the application of delayed registration.	- FA Form			
No. 40 (Birth)					
- Form					
Prescribed by					
FSC 75-94					
(Marriage)					
-FA Form No.					
39 (Death)					
2.	Cashier	After completing the necessary requirements, a copy is paid for the registration	Receives applicant's payment	2 mins	Cashier
(Peso equivalent)	n/a				
3.	CRD Window				
(Gate 3- Ground Floor)	Get the dispatch number	Gives the dispatch number		2 mins	
4.		Present the dispatch number to National Statistics			
acquire NSO copy of BIRTH, MARRIAGE and/or DEATH Certificate					
END OF TRANSACTION					

IF REPORTS HAD ALREADY BEEN MADE BUT YIELDED NEGATIVE RESULT FROM THE NSO, T

