

NOTE: Application for Diplomatic / Official Passport from other Government Agencies / Department should ONLY be filed **by the authorized LIAISON OFFICERS and/or APPLICANT**

[APPLICATION FOR e-PASSPORT BY APPOINTMENT]

1. FOR NEW APPLICANT

- **Personal Appearance** is required for those who have never been issued e-passport. (Regular , Official or Diplomatic Passport)

- **Birth Certificate (BC) in Security Paper (SECPA) issued by the National Statistics Office (NSO)** or Certified True Copy (CTC) and photocopy of BC issued by the Local Civil Registrar duly authenticated by NSO and any document indicating full name, date and place of birth and citizenship (e.g. Voter's affidavit, NBI clearance and driver's license).

- **For married women, submit Marriage Contract (MC) in Security Paper (SECPA) issued by NSO** or CTC issued by the Local Civil Registrar duly authenticated by NSO.

- **IN CASE OF NO BIRTH RECORD**

If born after 1950 :

- a. In case of birth Certificates with delayed registration, submit Authenticated Birth Certificate (NSO) and supporting document indicating date, place of birth and citizenship.
- b. Baptismal Certificate or Voter's Affidavit or Certified true copy of Voter's Affidavit from COMELEC or any public document indicating date , place of birth and citizenship.

If born on or before 1950 :

- a. Certificate of Non-availability of Birth Record from the NSO.
- b. Notarized Joint Birth Affidavit signed and executed by two (2) disinterested persons.

c. Baptismal Certificate or Certified True Copy of Voter's Affidavit from COMELEC or any public document indicating date, place of birth and citizenship.

- One (1) copy 4.5"cm x 3.5"cm new photo with royal blue background. (Optional)
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2. FOR RENEWAL OF PASSPORT

□ **Personal Appearance** is required for those who have never been issued **e-passport**.

- Present old passport and submit photocopy of the existing/old passport (first and last page).
 - One (1) copy 4.5"cm x 3.5"cm new photos with Royal blue background. (Optional)
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3. FOR LOST PASSPORT

- If already expired, submit notarized Affidavit of Loss.
 - If still valid, submit Police Report and notarized Affidavit of Loss. There will be a 15-days clearing period prior to the processing of application for a new passport.
 - **Personal Appearance** is required for those who have never been issued e-passport.
 - Birth Certificate in Security Paper (NSO) and Supporting documents.
 - One (1) copy 4.5"cm x 3.5"cm new photos with Royal blue background. (Optional)
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4. FOR REVALIDATION OF PASSPORT

- Present the original passport
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FILING OF APPLICATION IS FROM 0800H – 1600H ONLY

ADDITIONAL REQUIREMENTS:

1. Issuance/Revalidation of Passport Application Form.
 2. Valid Passport and an extra photocopy.
 3. Original and an extra copy of **Signed Travel Authority or Malacañang Authority.**
 4. **Indorsement Letter to DFA** (If the Travel Authority is not addressed to DFA).
 5. Certified True Copy of the **Letter of Invitation from Sponsor.**
 6. **Training Contract,** (Original Copy) in case the travel is for training, fellowship, scholarship and/or study grant.
 7. □ **NEDA Indorsement,** (Original Copy) in case the travel is for training, fellowship, scholarship or study grant for the period of two (2) months or more.
 8. SEALED (Dry or Wet) Original OR Certified True Copy of **Latest Service Record/Appointment** (with full middle name)
 9. Original Copy of **Certificate of No Pending Administrative Record/Case.**
 10. Certified True Copy of **Presidential Full Powers or Appointment Paper** (for Presidential Appointees)
 11. Certified True Copy of **Oath of Office** (for Elected Officials)
 12. Photocopy of Applicant's Office I.D. and Authorized Representative's I.D.
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e-PASSPORT FEES: *(For New/Renewal of Passport)*

Expedited Processing [Five (5) working days] - P 1,200.00

Regular Processing [Ten (10) working days] - P 950.00

Extension of e-Passport - P 200.00

Replacement of Lost e-Passport (with a 15days clearing period) - P 1,300.00

RELEASING TIME: FROM 1500H TO 1700H (Monday – Friday)

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NOTE VERBALE REQUIREMENTS

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1. *Issuance of Note Verbale Application Form.*
2. *Photocopy of valid Passport.*
3. *Signed Travel Authority/Indorsement Letter.*
4. *Photocopy of Confirmed Flight Itinerary (for In-Transit)*