

Reminders

Thursday, 06 September 2012 20:18

- Personal appearance is required for all applicants.
- Confirmed appointment is required for all applicants except senior citizens, infants and minors below 1 year old and OFWs. For OFWs, sufficient proof must be submitted such as a valid employment contract or OEC.
- Earrings and contact lenses are not allowed during data capturing. Smiling with visible teeth is also not allowed.
- Check all the data in the computer monitor and in the Enrolment Certificate before signing it
- 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.
- Passport shall be released to an immediate family member only with proper authorization letter. Passport of a minor applicant shall be released to parents only or to an authorized representative with Special Power of Attorney and Affidavit of Support and Consent.
- Passports unclaimed after six (6) months will be cancelled per Department Order No. 37-03.
- Check all data in the received e-passport upon release.
- Number of processing days may vary depending on the location of the Regional Consular Office where the application was filed.
- The Department may require additional supporting documents as may be necessary, especially for applicants with dual citizenship and with foreign sounding family names to prove citizenship.

Apply for your passport early, prepare requirements before the appointment date, non-OFW and Metro Manila-based applicants should secure an appointment when applying for a passport, those in provinces can apply at the nearest Regional Consular Office or during Mobile Passport Service (MPS), OFWs can apply at the Passport Extension Office located at POEA in Ortigas, do not deal with fixers, avail of the passport delivery service & take good care of your passport. For comments, complaints & assistance, please contact the Public Assistance Center or the Passport Director's Office.