

REQUIREMENTS FOR MINOR APPLICANTS (FIRST TIME OR PASSPORT RENEWAL APPLICANT)

		Confirmed Appointment	Personal Appearance of Minor	Personal Appearance of Parent	NSO Birth Certificate	School ID or Form 137 of minor applicant	NSO Marriage Certificate of minor applicant's parents	Affidavit of Support and Consent to Travel from parent	Special Power of Attorney	DSWD Clearance	Valid Passport of the person traveling with the minor	Parent's valid passport or identification documents	Proper ID of the duly authorized representative	NSO Death Certificate of parents	REMARKS
General Requirements		✓*	✓	✓**	✓***	✓****	✓*****	✓*****		✓	✓***** *				* Confirmed appointment is not required for minor applicants aged 12 months and below ** Personal appearance of either parent (if minor is a legitimate child) / of mother (if minor is an illegitimate child) *** Original Birth Certificate of minor in Security Paper issued by NSO or Certified True Copy of Birth Certificate issued by the Local Civil Registrar and duly authenticated by NSO. Transcribed Birth Certificate from the LCR is required when entries in NSO Birth Certificate are blurred or unreadable. Report of Birth duly authenticated by NSO is required if minor was born abroad. **** Document of identity with photo, if minor is 8-17 years old (for first time and renewal applicant) such as School ID or Form 137 with readable dry seal. For minor applicants who never attended school, a Notarized Affidavit of Explanation executed by either parent (if minor is a legitimate child) / by mother (if minor is an illegitimate child) detailing the reasons why the child is not in school, is required ***** Notarized Affidavit of Support and Consent to travel from either parent (if minor is a legitimate child) / from mother (if minor is an illegitimate child) ***** Photocopy of valid passport of either parent (if minor is a legitimate child) / of mother (if minor is an illegitimate child) or identification documents (Please refer to List of Acceptable IDs)
in addition to the general requirements)	If minor is not traveling with either parent or alone			✓*				✓**	✓						* Personal appearance of the mother is required if minor applicant is an illegitimate child. ** Affidavit of Support and Consent (ASC) executed by either parent indicating the name of the traveling companion and relationship to the minor. If minor will be traveling alone, ASC must be executed by either parent, stating that his/her child will be traveling alone. If minor is illegitimate, mother should execute the ASC.
	If both parents are abroad						✓*	✓**	✓			✓			* Affidavit of Support and Consent (ASC) executed by either parent indicating the name of the traveling companion (authenticated by the nearest Philippine Embassy or Consulate General). If minor is illegitimate, mother should execute the ASC. ** Special Power of Attorney (SPA) with an attached photocopy of either parent's valid passport (authenticated by the nearest Philippine Embassy or Consulate General) authorizing a representative in assisting the child to apply for a passport. If minor is illegitimate, mother should execute the SPA.
	If minor is legitimated by subsequent marriage of parents				✓*										* Authenticated Birth Certificate from NSO must include annotation regarding new status as legitimated and the full name of the child.
	If minor is illegitimate but acknowledged by father				✓*										* Birth Certificate from NSO reflecting surname of father with Affidavit of Acknowledgement and Consent to use the surname of the father
	Foundling								✓						The following must also be submitted: • Certificate of foundling authenticated by NSO • Passport of the person who found the applicant • Letter of authority or endorsement from DSWD for the issuance of passport
	Orphaned minor applicant								✓				✓		• Court order awarding guardianship of the orphaned minor applicant or substitute parental authority under Article 214 & 216 of the Family Code must also be complied

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		Confirmed Appointment	Personal Appearance of Minor	Personal Appearance of Parent	NSO Birth Certificate	School ID or Form 137 of minor applicant	NSO Marriage Certificate of minor applicant's parents	Affidavit of Support and Consent to Travel from parent	Special Power of Attorney	DSWD Clearance	Valid Passport of the person traveling with the minor	Parent's valid passport or identification documents	Proper ID of the duly authorized representative	NSO Death Certificate of parents	REMARKS
Additional Requirements (Abandoned minor applicant								✓						<ul style="list-style-type: none"> • Court order awarding guardianship of the abandoned minor applicant or substitute parental authority must also be complied
	Legally adopted				✓*				✓**						<ul style="list-style-type: none"> * Original and Certified True Copy (CTC) of NSO Birth Certificate before adoption * Original and Certified True Copy (CTC) of the NSO amended Birth Certificate after adoption ** DSWD clearance for minor applicant, if traveling with the person other than the adopting parents • Certified True Copy (CTC) of the Court Decision or Order on Adoption and Certificate of Finality must also be complied <p>In case the applicant is for adoption by foreign parents:</p> <ul style="list-style-type: none"> • Certified True Copy of the Court Decree of Abandonment of Child • NSO Death Certificate of the child’s parents or the Deed of Voluntary Commitment executed after the birth of the child • Endorsement of child to the Intercountry Adoption Board by the DSWD • Authenticated Birth or Foundling Certificate
	Minor applicant whose parents are annulled / divorced					✓*			✓						<ul style="list-style-type: none"> * NSO Marriage Certificate with annotation on nullity or annulment decree • Court order awarding guardianship of the minor applicant or substitute parental authority must also be complied
	Minor applicant whose mother is likewise a minor			✓*	✓**		✓***		✓****		✓*****				<ul style="list-style-type: none"> * Personal appearance of mother and maternal grandparent/s ** NSO Birth Certificate of minor applicant and mother *** Affidavit of Support and Consent executed by the maternal grandparent/s indicating the name of the traveling companion **** DSWD Clearance if traveling with the person other than the maternal grandparent/s ***** Proof of identity of mother and maternal grandparent/s

Note: There is no need to secure a DSWD Clearance if the minor traveling abroad has parents who are in the Foreign Service or living abroad or are immigrants, provided he / she is holding a valid pass such as a dependent’s visa / pass / identification card or permanent resident visa / pass / identification card which serves as proof that he / she is living with parents abroad.

REQUIREMENTS FOR FIRST TIME PASSPORT APPLICANTS

			Confirmed Appointment	Duly accomplished application form	Personal Appearance of Applicant	NSO Birth Certificate	Identification documents	Supporting Documents	REMARKS
General Requirements			✓*	✓**	✓	✓****	✓*****	✓*****	* Confirmed appointment is required for all applicants except senior citizens, minors aged 12 months and below and OFWs. For OFWs, sufficient proof must be submitted such as a valid employment contract or OEC. ** The application form may be downloaded from the DFA website: www.dfa.gov.ph *** NSO Birth Certificate in Security Paper issued by NSO or Certified True Copy of BC issued by the Local Civil Registrar and duly authenticated by NSO. Transcribed Birth Certificate from the LCR is required when entries in NSO Birth Certificate are blurred or unreadable. Report of Birth duly authenticated by NSO is required if applicant was born abroad **** Original and photocopy of IDs (Please refer to List of Acceptable IDs) ***** Original and photocopy of supporting documents (Please refer to List of Supporting Documents)
Additional Requirements (in addition to the general requirements)	In case of No Birth Record	If born in or after 1950 (January 1, 1950 or after)				✓*		✓**	* Apply for the delayed registration of birth at the local civil registry office located at the place of birth of applicant. ** Submit authenticated Birth Certificate from NSO and supporting public document/s upon the discretion of the processor or Consular Officer, with correct date and place of birth (i.e. Form 137, Voter’s Registration Record, Baptismal Certificate with readable dry seal or National Commission on Muslim Filipinos (NCMF) / Office on Muslim Affairs (OMA) Certificate with photo and readable dry seal for Muslim applicants).
		If born before 1950 and below (December 31, 1949 and below)						✓*	The following must also be submitted: <ul style="list-style-type: none"> • Certificate of Non-Availability of Record from NSO • Notarized Joint Birth Affidavit of Two Disinterested Persons * Any public document with correct full name, date and place of birth (i.e. Baptismal Certificate with readable dry seal or NCMF / OMA Certificate with photo and readable dry seal for Muslim applicants)
	For married women	Basic requirement						✓*	* Marriage Contract in Security Paper issued by NSO or original and photocopy of the Certified True Copy of MC issued by the Local Civil Registrar and duly authenticated by NSO. Transcribed Marriage Contract from the LCR is required when entries in NSO Marriage Contract are blurred or unreadable. Report of Marriage duly authenticated by NSO is required if applicant was married abroad.
		For spouse of foreign national						✓*	* Original and photocopy of Commission of Filipino Overseas (CFO) Guidance and Counseling Certificate of Attendance (required for first time applicants or renewal of passport to be used for the first time the surname of the husband)
	Aliens who acquired Filipino citizenship or applicants with foreign-sounding family names (e.g. LIM, CHO, SY, LEE, SAMADI, SINGH, etc.)							✓*	* The following must also be submitted: <ul style="list-style-type: none"> • Bureau of Immigration Identification Certificate • Certificate of Naturalization • Election of Filipino Citizenship / Oath of Allegiance If necessary, <ul style="list-style-type: none"> • Marriage Certificate of parents (duly authenticated by NSO) • NSO Birth Certificate of applicant’s brother or sister
	Applicants who availed of Dual Citizenship or Election of Philippine Citizenship under RA 9225							✓*	* The following must also be submitted: <ul style="list-style-type: none"> • Identification Certificate • Oath of Allegiance • Order of Approval • Report of Birth (for those born abroad)
	applicants	For late registered Muslim applicants						✓*	* Certificate of Tribal Affiliation from the National Commission on Muslim Filipinos (NCMF) must also be complied

REQUIREMENTS FOR FIRST TIME PASSPORT APPLICANTS

			Confirmed Appointment	Duly accomplished application form	Personal Appearance of Applicant	NSO Birth Certificate	Identification documents	Supporting Documents	REMARKS
	For Muslim	For converts who would like to use their Muslim name				✓ *		✓ * *	* Annotated Birth Certificate in Security Paper issued by NSO bearing the Muslim name ** National Commission on Muslim Filipinos (NCMF) or Office on Muslim Affairs (OMA) Certificate of Conversion must also be complied
	If applicant is a DOST scholar							✓ *	* Secure a certification or clearance from DOST

Note: There is no need to submit a passport size photo.

LIST OF ACCEPTABLE IDs (At least 1 of the following):
<ul style="list-style-type: none"> Government-issued picture IDs such as the following: <ul style="list-style-type: none"> * Digitized SSS ID * Driver’s License * GSIS E-card * PRC ID * IBP ID * OWWA ID * Digitized BIR ID * Senior Citizen’s ID Other acceptable picture IDs such as the following: <ul style="list-style-type: none"> * Old College ID * Alumni ID * Old Employment IDs

LIST OF SUPPORTING DOCUMENTS (At least 3 of the following):
<ul style="list-style-type: none"> * Voter's ID * NSO Marriage Contract * Land Title * Seaman’s Book * Elementary or High School Form 137 or Transcript of Records with readable dry seal * Government Service Record * NBI Clearance * Police Clearance * Barangay Clearance Old documents issued at least one year prior to date of application that show correct name, date and place of birth, picture and signature of applicant such as the following: <ul style="list-style-type: none"> * NSO Birth Certificate of child / children * SSS-E1 Form or Microfilmed copy of SSS-E1 Form * Income Tax Return * Voter’s Certification, List of Voters, and Voter’s Registration Record (for newly issued VRR, please attach receipt) * School Yearbook * Community Tax Certificate

REQUIREMENTS FOR PASSPORT RENEWAL APPLICANTS

		Confirmed Appointment	Duly accomplished application form	Personal Appearance of Applicant	Original and photocopy of most recent expiring or expired passport	NSO Birth Certificate	Identification documents	Supporting Documents	REMARKS
General Requirements		✓*	✓**	✓	✓***	✓****	✓*****		* Confirmed appointment is required for all applicants except senior citizens, minors aged 12 months and below and OFWs. For OFWs, sufficient proof must be submitted such as a valid employment contract or OEC. ** The application form may be downloaded from the DFA website: www.dfa.gov.ph *** NSO Birth Certificate in Security Paper issued by NSO or Certified True Copy of BC issued by the Local Civil Registrar and duly authenticated by NSO. Transcribed Birth Certificate from the LCR is required when entries in NSO Birth Certificate are blurred or unreadable. Report of Birth duly authenticated by NSO is required if applicant was born abroad **** Original and photocopy of IDs (Please refer to List of Acceptable IDs) ***** Original and photocopy of supporting documents (Please refer to List of Supporting Documents)
Additional Requirements (in addition to the general requirements)	Brown Passport or passports issued prior to 01 May 1995				✓*	✓**			* Bring original brown passport and photocopy of passport pages 1,2,3,4 and last page ** 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 (LCR) and duly authenticated by NSO, to determine complete middle name. Transcribed Birth Certificate from the LCR is required when entries in NSO Birth Certificate are blurred or unreadable. Report of Birth duly authenticated by NSO if born abroad
	Green Passport or passports issued after 01 May 1995				✓*				* Bring original green passport and photocopy of first and last page of passport
	Machine Readable Passport (MRP) issued in the year 2007				✓*	✓**		✓***	* Bring original passport and photocopy of first and last page of passport ** 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 (LCR) to determine complete place of birth. Transcribed Birth Certificate from the LCR is required when entries in NSO Birth Certificate are blurred or unreadable. *** Old cancelled passport may also be presented in the absence of an NSO Birth Certificate
	Electronic Passport (E-passport)				✓*				* Bring original e-passport and photocopy of first (data page) and last page of passport
	For married women	Basic requirement						✓*	* Marriage Contract (MC) in Security Paper (SECPA) issued by the National Statistics Office (NSO) or Certified True Copy (CTC) of MC issued by the Local Civil Registrar (LCR) and duly authenticated by NSO. Transcribed Marriage Contract from the LCR is required when entries in NSO Marriage Contract are blurred or unreadable. Report of Marriage duly authenticated by NSO if married abroad.
		For spouse of foreign national						✓*	* Original and photocopy of Commission of Filipino Overseas (CFO) Guidance and Counseling Certificate of Attendance (required for first time applicants or renewal of passport to be used for the first time the surname of the husband)
		For married women who would like to revert to their maiden name						✓*	* The following must also be submitted: <ul style="list-style-type: none"> • If already widowed: Death Certificate in Security Paper (SECPA) issued by the National Statistics Office (NSO) of the deceased husband • If marriage is annulled: Certified True Copy (CTC) of annotated NSO Marriage Contract and Court Order effecting the annulment. • If divorced: Certified True Copy (CTC) of the Divorce Decree duly authenticated by the Philippine Embassy or Consulate where the divorce was obtained or by the concerned foreign diplomatic or consular mission in the Philippines. Original and CTC of Philippine Court recognition of foreign divorce decree must also be present and the NSO Marriage Contract with the annotation of the Divorce Decree.

Requirements for Passport Renewal Applicants									
		Confirmed Appointment	Duly accomplished application form	Personal Appearance of Applicant	Original and photocopy of most recent expiring or expired passport	NSO Birth Certificate	Identification documents	Supporting Documents	REMARKS
Addition	Aliens who acquired Filipino citizenship or applicants with foreign-sounding family names (e.g. LIM, CHO, SY, LEE, SAMADI, SINGH, etc.)						✓ *		* The following must also be submitted: <ul style="list-style-type: none"> Bureau of Immigration Identification Certificate Certificate of Naturalization Election of Filipino Citizenship / Oath of Allegiance If necessary, <ul style="list-style-type: none"> Marriage Certificate of parents (duly authenticated by NSO) NSO Birth Certificate of applicant or applicant’s brother or sister
	Applicants who availed of Dual Citizenship or Election of Philippine Citizenship under RA 9225						✓ *		* The following must also be submitted: <ul style="list-style-type: none"> Identification Certificate Oath of Allegiance Order of Approval Report of Birth (for those born abroad)
	For Muslim applicants					✓ *	✓ **		* Annotated Birth Certificate in Security Paper (SECPA) issued by NSO bearing the Muslim name ** National Commission on Muslim Filipinos (NCMF) or Office on Muslim Affairs (OMA) Certificate of Conversion
	If applicant is a DOST scholar						✓ *		* Secure a certification or clearance from DOST

Note: There is no need to submit a passport size photo.

LIST OF ACCEPTABLE IDs (At least 1 of the following):
<ul style="list-style-type: none"> Government-issued picture IDs such as the following: <ul style="list-style-type: none"> * Digitized SSS ID * Driver’s License * GSIS E-card * PRC ID * IBP ID * OWWA ID * Digitized BIR ID * Senior Citizen’s ID Other acceptable picture IDs such as the following: <ul style="list-style-type: none"> * Old College ID * Alumni ID * Old Employment IDs

LIST OF SUPPORTING DOCUMENTS (At least 3 of the following):
<ul style="list-style-type: none"> * Voter's ID * NSO Marriage Contract * Land Title * Seaman’s Book * Elementary or High School Form 137 or Transcript of Records with readable dry seal * Government Service Record * NBI Clearance * Police Clearance * Barangay Clearance * Old documents issued at least one year prior to date of application that show correct name, date and place of birth, picture and signature of applicant such as the following: <ul style="list-style-type: none"> * NSO Birth Certificate of child / children * SSS-E1 Form or Microfilmed copy of SSS-E1 Form * Income Tax Return * Voter’s Certification, List of Voters, and Voter’s Registration Record (for newly issued VRR, please attach receipt) * School Yearbook * Community Tax Certificate

REPLACEMENT OF LOST, RETRIEVED, OR MUTILATED PASSPORTS

REMARKS												
		Confirmed Appointment	Duly accomplished application form	Personal Appearance of Applicant	NSO Birth Certificate	Notarized Affidavit of Loss	Notarized Affidavit of Retrieval	Notarized Affidavit of Mutilation	Original Travel Document	Notarized Affidavit of Explanation Regarding Issuance of Travel Document	Identification documents	Supporting Documents
General Requirements		✓ *	✓ **	✓	✓ ***					✓ ****	✓ *****	<p>* Confirmed appointment is required for all applicants except senior citizens, minors aged 12 months and below and OFWs. For OFWs, sufficient proof must be submitted such as a valid employment contract or OEC.</p> <p>** The application form may be downloaded from the DFA website: www.dfa.gov.ph</p> <p>*** NSO Birth Certificate in Security Paper issued by NSO or Certified True Copy of BC issued by the Local Civil Registrar and duly authenticated by NSO. Transcribed Birth Certificate from the LCR is required when entries in NSO Birth Certificate are blurred or unreadable. Report of Birth duly authenticated by NSO is required if applicant was born abroad</p> <p>**** Original and photocopy of IDs (Please refer to List of Acceptable IDs)</p> <p>***** Original and photocopy of supporting documents (Please refer to List of Supporting Documents)</p> <p>• Submit same documents required for first time passport applicants.</p>
Additional Requirements (in addition to the general requirements)	In case passport was lost and cannot be found				✓ *							<p>* With detailed explanation on when, where and how passport got lost. If the lost passport is still valid, submit Police Report.</p> <p>• Photocopy of first page of lost passport (if available)</p> <p>• 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.</p>
	In case passport was already declared lost by the applicant but eventually was found and returned to him/her					✓ *						<p>* With detailed explanation on when, where and how passport was found</p> <p>• Original and photocopy of first and last page of passport</p>
	In case of mutilated or damaged passports						✓ *					<p>* With detailed explanation on when, where and how passport got mutilated or damaged</p> <p>• Original and photocopy of first and last page of mutilated or damaged passport</p>
	In case applicant was issued a Travel Document							✓	✓ *			<p>* With detailed explanation on when, where and why applicant was issued a travel document</p> <p>• Original and photocopy of first and last page of cancelled passport (if passport is still in the possession of the applicant)</p>

Note: There is no need to submit a passport size photo.

REPLACEMENT OF LOST, RETRIEVED, OR MUTILATED PASSPORTS

LIST OF ACCEPTABLE IDs (At least 1 of the following):	LIST OF SUPPORTING DOCUMENTS (At least 3 of the following):
<ul style="list-style-type: none">• Government-issued picture IDs such as the following:<ul style="list-style-type: none">* Digitized SSS ID* Driver’s License* GSIS E-card* PRC ID* IBP ID* OWWA ID* Digitized BIR ID* Senior Citizen’s ID• Other acceptable picture IDs such as the following:<ul style="list-style-type: none">* Old College ID* Alumni ID* Old Employment IDs	<ul style="list-style-type: none">* Voter’s ID* NSO Marriage Contract* Land Title* Seaman’s Book* Elementary or High School Form 137 or Transcript of Records with readable dry seal* Government Service Record* NBI Clearance* Police Clearance* Barangay Clearance• Old documents issued at least one year prior to date of application that show correct name, date and place of birth, picture and signature of applicant such as the following:<ul style="list-style-type: none">* NSO Birth Certificate of child / children* SSS-E1 Form or Microfilmed copy of SSS-E1 Form* Income Tax Return* Voter’s Certification, List of Voters, and Voter’s Registration Record (for newly issued VRR, please attach receipt)* School Yearbook* Community Tax Certificate

REMINDERS

- 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.

PASSPORT FEES:

For First time passport applicants:

- Regular Processing (15 working days): P950.00
or
- Express Processing (7 working days): P1,200.00

For Renewal of passport applicants:

- Regular Processing (15 working days): P950.00
or
- Express Processing (7 working days): P1,200.00

For Replacement of a lost expired passport:

- Regular Processing (15 working days): P950.00
or
- Express Processing (7 working days): P1,200.00

For Replacement of a lost valid passport:

- Regular Processing (15 working days): P950.00
or
- Express Processing (7 working days): P1,200.00

➤ *Please take note that there is an additional fee of P200.00 for a lost valid MRRP / MRP or P350.00 for a lost valid e-passport.*