

### GENERAL REQUIREMENTS

- Personal Appearance
- Confirmed appointment.
- Duly accomplished application form – may be downloaded from the DFA website, [www.dfa.gov.ph](http://www.dfa.gov.ph)
- No need to submit a passport size photo.
- Most recent expiring or expired passport
- Valid picture IDs and supporting documents to prove identity. (Please refer to List of Acceptable IDs and List of Supporting Documents)

### ADDITIONAL 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
- Notarized Joint Birth Affidavit of Two Disinterested Persons
- Any public document/s 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)

#### **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 who would like to use their married surname:**

- 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 who would like to use their married surname:**

- 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
- 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:**

- 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. 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
- 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.

**For minor applicants**, requirements for first time minor applicants are still prescribed, in addition to the passport of minor.

**Aliens who acquired Filipino citizenship or applicants with foreign-sounding family names (e.g. LIM, CHO, SY, LEE, SAMADI, SINGH, etc.):**

- Bureau of Immigration Identification Certificate
- Certificate of Naturalization
- Election of Filipino Citizenship / Oath of Allegiance
- If necessary,
- 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:**

- Identification Certificate
- Oath of Allegiance
- Order of Approval
- Report of Birth (for those born abroad)

### **For Muslim Applicants (same general requirements stated above)**

#### **For converts who would like to use their Muslim name:**

- Annotated Birth Certificate (BC) in Security Paper (SECPA) issued by the National Statistics Office (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 (same general requirements stated above):**

- Secure a certification or clearance from DOST