

GENERAL REQUIREMENTS

- Personal Appearance
- Confirmed appointment.
- Duly accomplished application form – may be downloaded from the DFA website, www.dfa.gov.ph
- No need to submit a passport size photo.
- Submit same documents required for first time passport applicants.

ADDITIONAL REQUIREMENTS

In case passport was lost and cannot be found:

- Submit Notarized Affidavit of Loss (with detailed explanation on when, where and how passport got lost).
- If the lost passport is still valid, submit Police Report.
- Photocopy of first page of lost passport (if available)

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.

In case passport was already declared lost by the applicant but eventually was found and returned to him/her:

- Submit Notarized Affidavit of Retrieval (with detailed explanation on when, where and how passport was found)
- Original and photocopy of first and last page of passport

In case of mutilated or damaged passports:

- Submit Notarized Affidavit of Mutilation (with detailed explanation on when, where and how passport got mutilated or damaged)
- Original and photocopy of first and last page of mutilated or damaged passport

In case applicant was issued a Travel Document:

- Original Travel Document
- Submit Notarized Affidavit of Explanation Regarding Issuance of Travel Document (with detailed explanation on when, where and why applicant was issued a travel document)
- Original and photocopy of first and last page of cancelled passport (if passport is still in the possession of the applicant)