

REQUIREMENTS FOR FIRST TIME PASSPORT APPLICANT

*PERSONAL APPEARANCE IS REQUIRED

- Duly accomplished application form.**
- 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) **duly authenticated by NSO**. Transcribed BC/MC from the LCR is required when entries in NSO BC/MC are blurred.
- Three (3) colored photos** of the applicant taken against a **royal blue** background. Applicant should be in **decent attire with collar**. Photo must be of good quality, and must have been taken within the **last six (6) months**. Photo size: 4.5 cm x 3.5 cm. Facial image size: Not less than 3 cm.
DFEA has the right to reject photos that do not comply with specifications and international standards.
- Supporting documents to prove identity** (please refer to the List of Supporting Documents below)

In Case of No Birth Record:

If born after 1950:

- Apply for the delayed registration of birth at the local civil registry office.
- Submit authenticated Birth Certificate from NSO and supporting public document with correct date and place of birth (i.e. Form 137, Voter Registration Record, Baptismal Certificate or OMA Certificate)

If born on or before 1950:

- Certificate of Non-availability of Birth Record from NSO.
- Joint Birth Affidavit
- Any public document with correct date and place of birth (i.e. Form 137, Voter Registration Record, Baptismal Certificate or OMA Certificate)

Additional Requirements

For married woman who wants to adopt the surname of her spouse:

- **Marriage Contract (MC)** in Security Paper issued by NSO or Certified True Copy issued by the Local Civil Registrar duly authenticated by NSO.

For spouse of foreign national:

- **Marriage Contract (MC)** in Security Paper issued by NSO or Certified True Copy issued by the Local Civil Registrar duly authenticated by NSO.
- Original and photocopy of Commission of Filipinos Overseas (**CFO**) **Guidance and Counseling Certificate of Attendance**. (CFO – Tel. no. 5618321)

For Minor Applicant (below 18 years old)

- **Personal appearance** of either parent, Marriage Contract and proper ID of parents (if minor is of legitimate status)
- **Personal appearance of mother** and mother's proof of identity (if minor is of illegitimate status)
- **Birth Certificate from NSO**
- **Document of identity**, if any, if minor is 8-17 years old (for first time applicant only)
- **Original and photocopy of the valid passport of the travelling companion** except if the applicant is travelling alone.

Additional Requirements

If minor is NOT travelling with either parent or alone:

- Original and photocopy of **DSWD Clearance** (DSWD – Tel. no. 525-2445)
- **Affidavit of Support and Consent (ASC)** from a parent indicating the name of the traveling companion and relationship to the minor. If minor is illegitimate, mother should execute the ASC.

If both parents are abroad:

- **Affidavit of support and consent** from parents indicating the name of the travelling companion (must be authenticated by the nearest Philippine Embassy or Consulate General if not executed before a Consul).
- **Special Power of Attorney** (must be authenticated by the nearest Philippine Embassy or Consulate General if not executed before a Consul designating the representative by name and authorizing him to apply for a passport on behalf of the minor).
- **Passport** and photocopy of the passport of the travelling companion of the minor.
- Original and photocopy of **proper ID** of the duly authorized representative.

If minor is legitimated by subsequent marriage of parents:

- Authenticated Birth Certificate from NSO with annotation regarding new status as legitimated and the full name of the child.
- Marriage Contract of parents from NSO.

If minor is illegitimate but acknowledged by father:

- Amended birth certificate from NSO reflecting surname of father with Affidavit of Acknowledgement and Consent to use the surname of father.

Foundling:

- Certificate of foundling authenticated by NSO
- DSWD Clearance
- Passport of the person who found the applicant
- Letter of authority or endorsement from DSWD for the issuance of passport
(If no longer a minor, supporting public documents establishing identity)

Orphaned minor applicant:

- Authenticated Birth Certificate from NSO
- Authenticated Death Certificates of parents from NSO
- Court order awarding guardianship of the orphaned minor applicant or substitute parental authority under Article 214 & 216 of the Family Code.
- DSWD Clearance
- Original and photocopy of the valid passport of the travelling companion.

Legally adopted:

- Certified true copy of the Court Decision / Order on Adoption and Certificate of Finality
- NSO amended Birth Certificate (BC after adoption)
- DSWD clearance for minor applicant, if travelling with the person other than the adopting parents

Minor applicant whose mother is likewise a minor:

- Personal appearance of mother and maternal grandparents
- Affidavit of Support and Consent from maternal grandparents
- Proof of identity of mother and maternal grandparents
- Passport of traveling companion
- DSWD Clearance if travelling with the person other than the maternal grandparents

For Muslim applicants (same general requirements stated above)

Additional requirement for late registered Muslim applicants

- Certificate of Cultural Affiliation **from the Office on Muslim Affairs**

For converts who would like to use their Muslim name

- Submit annotated **Birth Certificate (BC)** in Security Paper (SECPA) bearing the Muslim name

OMA Certificate of Conversion

REQUIREMENTS FOR RENEWAL OF PASSPORT

*PERSONAL APPEARANCE IS REQUIRED

Brown Passport or issued prior to 01 May 1995

- Old passport** and photocopy of passport pages 1,2,3 (amendment). The pages showing latest Bureau of Immigration departure and arrival stamps.
- Birth Certificate to determine complete middle name**

Green Passport or issued after 01 May 1995

- Present passport** and photocopy of inside and back cover.
- The pages showing latest Bureau of Immigration departure and arrival stamps.

For married woman who wants to use the surname of spouse:

- Marriage Contract (MC) in Security Paper issued by NSO or CTC issued by the Local Civil Registrar duly authenticated by NSO.

For married woman who would like to revert to her maiden name:

- *If already widowed:* **Death Certificate** from NSO of the deceased husband;
- *If marriage is annulled:* Certified true copy and photocopy of the first page and the dispositive portion of the judgment on annulment and NSO-issued MC with the annotation on the annulment decree;
- *If divorced:* Certified true copy and photocopy of the first page and the dispositive portion of the judgment on divorce authenticated by the Philippine Embassy or Consulate where the divorce was obtained. However, divorce should be duly recognized by a Philippine Court.

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

REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORTS

*PERSONAL APPEARANCE IS REQUIRED

- Fill out Affidavit of Loss. If the lost passport is still valid, please submit **Police report**.
- Submit same documents required for **first time passport applicants**.
- ❖ 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

PASSPORT FEES

Regular Processing

(14 working days) –
P 500.00

Expedited Processing

(7 working days) -
Additional P 250.00

For Replacement of Lost

valid Passport

Additional P200.00

LIST OF SUPPORTING DOCUMENTS

- | | |
|--|--|
| <input type="checkbox"/> Marriage Contract | <input type="checkbox"/> Voter's Registration Record |
| <input type="checkbox"/> PRC / IBP ID | <input type="checkbox"/> Baptismal Certificate |
| <input type="checkbox"/> Land Title | <input type="checkbox"/> Seaman's Book |
| <input type="checkbox"/> Driver's License | <input type="checkbox"/> Income Tax Return (Old) |
| <input type="checkbox"/> Government Service Record | |
| <input type="checkbox"/> Old SSS-E1 form/ or digitized SSS-ID | |
| <input type="checkbox"/> School Form 137 or Transcript of Records | |
| <input type="checkbox"/> Other documents that show full name, birth details of applicant, signature and citizenship. | |

REMINDERS:

* Personal appearance is required except when the applicant is:

1. Below 8 years old
2. Exactly 65 years old & above but with properly filled out application form and to be filed by the immediate family member w/ authorization letter & ID
3. Mentally and / or physically incapacitated but with properly filled out application form to be filed by the immediate family member w/ authorization letter & ID and medical certificate.

Immediate family members are parents, siblings, spouse & children of legal age

❖ Passport shall be released to immediate family member only w/ authorization letter. Passport of minor applicant shall be released to parents only. Passports unclaimed after six (6) months will be cancelled per Department Order No. 37-03.

❖ Check all data in the 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.