

I. PASSPORT REQUIREMENTS FOR FIRST TIME APPLICANTS

1. Birth Certificate (BC) in Security Paper (SECPA) issued by the National Statistics Office (NSO) or Certified True Copy (CTC) and photocopy of BC issued by the Local Civil Registrar duly authenticated by NSO and document indicating fullname, date and place of birth and citizenship (e.g valid employment's ID, voter's affidavit, NBI clearance and driver's license).

IN CASE OF NO BIRTH RECORD:

If born after 1950:

- 1) In case of birth certificates with delayed registration, submit Authenticated BC and supporting documents indicating date, place of birth and citizenship.

If born on or before 1950:

- 1) Certificate of Non-availability of Birth Record from the NSO.
 - 2) Joint Birth Affidavit signed and executed by two (2) disinterested persons.
 - 3) Baptismal Certificate or Certified True Copy of Voter's Affidavit from COMELEC or any public document indicating date and place of birth and citizenship.
2. Three (3) copies 4.5cm x 3.5cm new photos (colored with plain white background). Photo should show applicant in decent attire with collar.
 3. Personal appearance except when the applicant is:
 - 1) 8 years old and below,
 - 2) 65 years old and above, or
 - 3) mentally or physically incapacitated

4. ADDITIONAL REQUIREMENTS

- 1) For married women, submit Marriage Contract (MC) in Security Paper issued by NSO or CTC issued by the Local Civil Registrar duly authenticated by NSO.
 - For married women opting to use maiden name, submit MC & affidavit indicating that she has not use her Married name.
- 2) For women who obtained annulment or were divorced by foreign husband
 - Authenticated copy and photocopy of the first page and the dispositive portion of the judgment granting divorce or annulment.
 - Certified true copy and photocopy of the first page and the dispositive portion of the judgment granting divorce or annulment, authenticated by the Philippine Embassy/Consulate where the divorce was obtained.
 - Annotated Marriage Contract (MC) in Security Paper (SECPA)
- 3) For fiancées and spouses of foreign nationals
 - Original and photocopy of Commission on Filipinos Overseas (CFO) Guidance and Counseling Certificate of Attendance
- 4) For minors (below 18 years old)
 - Personal appearance of either parent.
 - If minor is not traveling with either parent, submit an original and photocopy of DSWD Clearance and Affidavit of Support and Consent indicating the name of the traveling companion and relationship to the minor.
 - If both parents are abroad, such an affidavit must be authenticated by the nearest Philippine Embassy or Consulate General.

- If both parents are abroad, person applying in behalf of the minor must submit a Special Power of Attorney authenticated by the nearest Philippine Embassy or Consulate General.

- Passport and photocopy of the passport of person traveling with the minor. (If minor is 8 years & below and traveling unaccompanied by mother, mother's consent is required.)

4.a. For adopted children

- Authenticated copy and photocopy of the dispositive portion of the Court Order on adoption.

- Authenticated copy of original and amended Birth Certificate .

- DSWD Travel Clearance

4.b. For illegitimate children born after August 03, 1988:

- Personal Appearance and written consent of the mother

- DSWD Clearance if minor is traveling with Father/other persons

4.c. For Legitimated Children due to subsequent marriage of parents

- Authenticated Birth Certificate with annotation of the amended surname of the child and Marriage contract of the Parents

5) For Muslim applicants

- For those whose births were registered, follow requirements for new applicants.

- For those whose births were not registered.

- Certified True Copy of Late Registered Birth Certificate from the National Statistics Office.

- Original and photocopy of Voter's Affidavit or NBI Clearance or other supporting document indicating date and place of birth and citizenship.

- Certificate from the Office on Muslim Affairs for Muslim converts

- For converts, submit annotated Birth Certificate (BC) in Security Paper (SECPA)

- Court Order to change name.

- Shari'ah Court Order

Additional supporting documents may be required when necessary.

II. REQUIREMENTS FOR RENEWAL OF PASSPORT

1) Personal appearance of the applicant shall not be required and the application may be filed by:

1.) Any agency duly accredited with the Department

2.) Member of immediate family of the applicant authorized in writing by the latter (applicant's spouse, brother/sister, parent/children, legal guardian/guardian having custody of the child).

2) Three (3) copies 4.5 cm x 3.5 cm new photos (colored with plain white background). Photo should show applicant in decent attire with collar.

3) If passport being renewed is brown or issued prior to 01 May 1995,

1) Old passport and photocopy of passport pages 1,2,3 (amendment). The pages showing latest Bureau of Immigration departure and arrival stamps. (Shall not be required if applicant is applying in person)

2) Supporting documents with complete middle name.

- 4) In case passport being renewed is green or issued after 01 May 1995:
 - Present old passport and photocopy of passport pages 1,2,3 (amendment) inside and back cover. The pages showing latest Bureau of Immigration departure and arrival stamps. (Shall not be required if applicant is applying in person).
- 5) For married women who chose to adopt surname of husband in her new passport.
 - Marriage Contract in Security Paper issued by the NSO or Certified True Copy and photocopy of MC issued by NSO.
- 6) For minors (below 18 years old)
 - 1.) Personal appearance of either parent.
 - 2.) If minor is not traveling with either parent, submit an original and Photocopy of DSWD Clearance and Affidavit of Support and Consent.
 - 3.) If both parents are abroad, such an affidavit must be authenticated by the nearest Philippine Embassy or Consulate General.
 - 4.) If both parents are abroad, person applying in behalf of the minor must submit Special Power of Attorney authenticated by the nearest Philippine Embassy or Consulate General.
 - 5.) Passport and photocopy of the passport of person traveling with the minor.

III. REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORT

- 1) If already expired, submit notarized Affidavit of Loss. No penalty fee of P200.00
- 2) If still valid, submit Police Report and notarized Affidavit of Loss. There will be a 15-day clearing period prior to the processing of application for a new passport.
- 3) Personal appearance.
- 4) Birth Certificate (BC) in Security Paper and supporting documents.
- 5) Three (3) copies 4.5 cm x 3.5 cm new photos (colored with plain white background). Photo should show applicant in decent attire with collar.

IV. PASSPORT FEES	V. LIST OF SUPPORTING DOCUMENTS
1) Regular Processing (6 working days) <ul style="list-style-type: none"> - 32 pages P500 - 64 pages P600 2) Expedited Processing (2 working days) <ul style="list-style-type: none"> - P250 in addition to regular fee 3) For amendment of Passport Php 100.00 4) Replacement of <u>Lost valid</u> Passport <ul style="list-style-type: none"> - 32 pages P700 - 64 pages P800 	<u>SUPPORTING DOCUMENTS ARE THE FOLLOWING:</u> <ol style="list-style-type: none"> 1) Old SSS E-1 form 2) Baptismal certificate 3) Income Tax Return (ITR) 4) School Form 137 or Transcript of Record 5) GSIS Policy 6) Government Service Record 7) Seaman's Book 8) Marriage Contract 9) PRC ID
RECEIVED CANCELLED PASSPORT	RECEIVED NEW PASSPORT

VI. REMINDERS

- 1) Applicant should file his application where he is physically present.
- 2) Declare lost, valid, or expired passport to avoid delay in the issuance of a new one.
- 3) Passports unclaimed after (1) year will be cancelled per Memorandum Circular 33-88.
- 4) Check all data in the passport upon release. Passports found to have scripting errors will be replaced gratis if presented for correction 6 months from date of release.