

## RENEWAL REGULAR PASSPORT APPLICATION FORM (Adult)

THIS FORM IS NOT FOR SALE

### DEPARTMENT OF FOREIGN AFFAIRS

Office of Consular Affairs      Last Revision: 07 October 2017

**INSTRUCTIONS** : Please PRINT entries legibly using black or blue ink only. Supply the necessary information and indicate "N/A" for entires with no answers. Tick (✓) boxes as appropriate.

Site : CHICAGO SITE  
 Date/Time :  
 Booking Reference No. :

**CAPTURE SITE PRE-PROCESSING (Do not write on this part)**

<b>APPOINTMENT VERIFICATION:</b>	<b>REMARKS:</b>
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**PASSPORT APPLICANT'S INFORMATION**

1. LAST NAME																								
2. FIRST NAME																								
3. MIDDLE NAME																								
4. SEX	5. DATE OF BIRTH (ex. 01 JAN 2017)	6. PLACE OF BIRTH (For born in the PHL: MUNICIPALITY/CITY & PROVINCE For born outside the PHL: COUNTRY)																						
<input type="checkbox"/> MALE  <input type="checkbox"/> FEMALE	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">D</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">M</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> <td style="text-align: center;">Y</td> </tr> </table>												D	D	M	M	M	Y	Y	Y	Y	Y	Y	_____
D	D	M	M	M	Y	Y	Y	Y	Y	Y														
7. CIVIL STATUS	8a. HOW DID YOU ACQUIRE PHL CITIZENSHIP?	8b. DID YOU EVER LOSE YOUR PH CITIZENSHIP?																						
<input type="checkbox"/> SINGLE  <input type="checkbox"/> MARRIED  <input type="checkbox"/> WIDOW/ER  <input type="checkbox"/> ANNULLED  <input type="checkbox"/> DIVORCED	<input type="checkbox"/> BY BIRTH  <input type="checkbox"/> BY NATURALIZATION  <input type="checkbox"/> BY RE-ACQUISITION (RA no. 9225)  <input type="checkbox"/> BY ELECTION  <input type="checkbox"/> BY LEGISLATION	<input type="checkbox"/> YES <input type="checkbox"/> NO  8c. ARE YOU CURRENTLY A CITIZEN OF ANOTHER COUNTRY?  <input type="checkbox"/> YES <input type="checkbox"/> NO  8d. IF YES, FROM WHAT COUNTRY?  _____  8e. HAVE YOU EVER SERVED IN ANY FOREIGN MILITARY?  <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, what country? _____																						

**APPLICANT'S CONTACT INFORMATION**

9a. PRESENT ADDRESS
9b. HOME ADDRESS:
10. WHERE DO YOU WISH YOUR PASSPORT TO BE DELIVERED?
<input type="checkbox"/> PRESENT ADDRESS <input type="checkbox"/> HOME ADDRESS
11. TELEPHONE/ MOBILE NUMBER:
12. e-MAIL ADDRESS :

13. APPLICANT'S SPOUSE NAME:		
14a. PERSON TO CONTACT IN CASE OF EMERGENCY:		14b. TEL/MOBILE NO. OF PERSON TO NOTIFY:
<b>PARENTAL INFORMATION</b>		<b>CURRENT PASSPORT DETAILS</b>
15. FATHER'S DETAILS Last Name:	16. MOTHER'S DETAILS Last Name:	17a. PASSPORT NUMBER
First Name:	First Name:	17b. DATE OF ISSUE
Middle Name:	Middle Name:	17c. DATE OF EXPIRY
Citizenship (at the time of applicant's birth)	Citizenship (at the time of applicant's birth)	17d. ISSUING AUTHORITY:
<b>STATUS OF CURRENT PASSPORT</b>		
19. Please choose as applicable: <input type="checkbox"/> Passport Intact <input type="checkbox"/> Damaged Passport <ul style="list-style-type: none"><li>• Affidavit of Explanation</li></ul>		<input type="checkbox"/> Lost Valid Passport <ul style="list-style-type: none"><li>• Affidavit of Loss</li><li>• Police Report in English</li></ul> <input type="checkbox"/> Lost Expired Passport <ul style="list-style-type: none"><li>• Affidavit of Explanation</li></ul>
<b>DECLARATION OF APPLICANTS</b>		
<p><b>I HEREBY DECLARE AND AFFIRM</b> that 1) I am a Filipino citizen. 2) The information provided in this application is true and correct. 3) The supporting documents attached are authentic. 4) I consent to the verification by the Philippine Government of the information that I provided to establish my personal particulars, and further consent to its use for any lawful purpose. 5) I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. 6) I am aware that under the law, I am allowed to hold only one valid regular Philippine passport at a given time. 7) I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. 8) I understand and accept that the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs.</p>		
20. SIGNATURE OVER PRINTED NAME		21. DATE (ex. 01 Jan 2018)
<b>DO NOT WRITE BELOW THIS LINE. FOR THE DEPARTMENT'S USE ONLY</b>		
REMARKS:	PASSPORT WATCHLIST VERIFICATION:	RECEIVED NEW PASSPORT Signature of Applicant:  Date:
PROCESSOR'S SIGNATURE:		ENCODER'S SIGNATURE:
OFFICIAL RECEIPT/PAYMENT SLIP NO.:	DATE OF TRANSACTION:	

# REQUIREMENTS FOR ISSUANCE OF PASSPORTS

**Note: Applications with incomplete requirements WILL NOT be accepted.**

## CORE REQUIREMENTS:

1. PERSONAL APPEARANCE IS REQUIRED in all cases.
2. Pictures will be taken at the Consulate. (Do not bring pictures).
3. For passport pictures, applicants are required to wear decent clothing (No plunging necklines, sleeveless shirts, spaghetti strapped tops, see-through tops, sandos, tube tops and halters).
4. Earrings, necklace, other piercings, glasses and colored contact lenses are not allowed during data capturing.
5. If applicant wishes the passport to be mailed back by the Consulate, applicant should **BRING** a self-addressed stamped envelope with tracking number, such as Certified Priority Mail, Express Mail or a **prepaid UPS**. FEDEX and metered stamps will not be accepted. *The Consulate General assumes no responsibility for any loss through the mail.*

<p><b>PASSPORT RENEWAL REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. <b>RENEWAL OF e-PASSPORTS (maroon Passports with chips and Passport no. starting with EA, EB and EC)</b></li> <li>2. Accomplished Renewal Regular Application Form (Adult) or the Regular Passport Application Form (Minor).</li> <li>3. Original Current Passport and photocopy of data page.</li> <li>4. Photocopy of green card or US visa.</li> <li>5. For Dual Citizen applicants, photocopy of Dual Identification Certificate.</li> <li>6. <b>RENEWAL OF MACHINE READABLE PASSPORT (MRP, Passport No. starting with XX), GREEN PASSPORTS, BROWN PASSPORTS and OLDER PASSPORTS (issued before 1995)</b></li> <li>7. Accomplished New Regular Application Form (Adult) or the Regular Passport Application Form (Minor)</li> <li>8. Original Current Passport and photocopy of data page.</li> <li>9. Photocopy of green card or US visa.</li> <li>10. Original and photocopy of Philippine Statistics Authority (PSA, formerly NSO) issued Birth Certificate on Security Paper</li> <li>11. Married Female applicants must also submit original and photocopy of PSA issued Marriage Certificate or Report of Marriage;</li> <li>12. Any of the following valid IDs (original and photocopy):</li> <li>13. Driver's license</li> <li>14. State ID</li> <li>15. School or Work ID</li> <li>16. Philippine ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID).</li> </ol> <p><b>MINOR APPLICANTS (ADDITIONAL REQUIREMENTS)</b></p> <ol style="list-style-type: none"> <li>17. Accomplished Regular Passport Application Form (Minor)</li> <li>18. Original and photocopy of Philippine Statistics Authority (PSA, formerly NSO) issued Birth Certificate on Security Paper</li> <li>19. Personal Appearance of minor applicant and either parent or guardian.</li> <li>20. In case applicant is not accompanied by the parent/s, applicant must submit a Notarized Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad.</li> <li>21. Passport or Valid Government-issued ID of parent or authorized adult companion.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>FEES: (cash or money orders/ personal checks or credit cards are not accepted)</b></p> <p>Renewal/ New Passport - \$60.00    Lost e-Passport - \$150.00              Lost MRP/ Green/ Brown or older passports - \$90.00</p> <p><i>The Consular Officer reserves the right to require additional proof or documents, pursuant to the Philippine Passport Law and the Foreign Service Act.</i></p> </div>	<p><b>I. ADDITIONAL REQUIREMENTS FOR FEMALE APPLICANTS WHO WANT TO CHANGE THEIR LAST NAME</b></p> <ol style="list-style-type: none"> <li>1. <b>For applicants who want to use their married name for the first time:</b> <ol style="list-style-type: none"> <li>a. For applicants married in the Philippines, original and photocopy of Marriage Certificate issued by the Philippine Statistics Authority (PSA, formerly NSO);</li> <li>b. For applicants married outside of the Philippines, original and photocopy of the Report of Marriage (ROM) issued less than a year by the Philippine Consulate where the marriage took place. If ROM is more than 1 year old, bring original and photocopy of PSA Report of Marriage.</li> </ol> </li> <li>2. <b>For Females using their married name who want to revert to their maiden name:</b> <ol style="list-style-type: none"> <li>a. For widowed applicants, original and photocopy of PSA issued Death Certificate of husband and Marriage Certificate;</li> <li>b. For annulled marriages, original and photocopy of PSA Marriage Contract with Annotation on Annulment or Certificate of Registration and certified true copy of Court Order.</li> <li>c. For divorced applicants (allowed only in cases where the non-Filipino spouse acted as the plaintiff; and not allowed when both parties are Filipino citizens at the time of the divorce): Original or certified true copy and one (1) photocopy of Marriage Contract with Annotation issued by the Philippine Statistics Authority (PSA) indicating that the divorce has already been recognized by a Philippine Court.</li> </ol> </li> </ol> <p><b>II. REPLACEMENT OF LOST PASSPORTS</b></p> <ol style="list-style-type: none"> <li>1. Accomplished Renewal Regular Application Form (Adult) or the Regular Passport Application Form (Minor)</li> <li>2. Original and photocopy of Philippine Statistics Authority (PSA, formerly NSO) issued Birth Certificate</li> <li>3. Photocopy of current or old passport (if applicable)</li> <li>4. Photocopy of green card or US visa</li> <li>5. For married female applicants, original and photocopy of PSA issued Marriage Certificate or Report of Marriage;</li> <li>6. Any of the following valid IDs (original and photocopy):             <ol style="list-style-type: none"> <li>a. Driver's license</li> <li>b. State ID</li> <li>c. School or Work ID</li> <li>d. Philippine ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID);</li> </ol> </li> <li>7. Notarized Affidavit of Loss</li> <li>8. In case of lost valid passport, there will be a 15-day verification period before processing of the application.</li> </ol>
<p><b>NEW PASSPORT REQUIREMENTS</b></p> <p><b>Accomplished New Regular Passport Application form (Adult) or Regular Passport Application Form (Minor)</b></p> <p><b>I. For Applicants Born in the Philippines</b></p> <ol style="list-style-type: none"> <li>1. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA, formerly NSO).</li> <li>2. For married female applicant, original and photocopy of PSA issued Marriage Certificate</li> <li>3. Any of the following valid IDs (original and photocopy)             <ol style="list-style-type: none"> <li>a. Driver's license / State ID</li> <li>b. School or Work ID</li> <li>c. Philippine ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID)</li> </ol> </li> </ol>	<p><b>II. For Applicants Born Outside of the Philippines</b></p> <ol style="list-style-type: none"> <li>1. Original and photocopy of Registered Report of Birth issued less than a year by the Philippine Consulate where the birth took place. If ROB is more than 1 year old, bring original and photocopy of PSA Report of Birth.</li> </ol> <p><b>III. If Applicant is a Dual Citizen</b></p> <ol style="list-style-type: none"> <li>1. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA, formerly NSO).</li> <li>2. For married female applicant, original and photocopy of PSA issued Marriage Certificate</li> <li>3. Photocopy of Dual Identification Certificate</li> <li>4. Valid ID</li> </ol>