

REQUIREMENTS FOR ISSUANCE OF PASSPORT

PERSONAL APPEARANCE IS REQUIRED. All applicants, whether for the renewal of a passport, or those applying for the first time must appear personally at the Consulate General for picture taking, data verification, thumb mark/finger-printing and signing of the application form. **APPLICATION BY MAIL WILL NOT BE ACCEPTED.**

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 FEDEX/UPS/DHL. Metered stamps will not be accepted. The Consulate General assumes no responsibility for any loss through the mail.

A. RENEWAL OF PASSPORT

1. Duly accomplished e-passport application form signed by applicant. In case of minors below 18 years old, form must be signed by the parents or legal guardian upon presentation of proof of guardianship.
2. Latest issued Philippine passport (old passport will be returned to the applicant)
3. Submit photocopies of the following documents:
 - a. pages 1-2 (data page) of the old passport and the page with the latest arrival stamp in the U.S.
 - b. alien registration card (green/pink card), for U.S. permanent residents or U.S. visa
 - c. for brown passports, submit photocopy of any document with complete middle name, such as Birth Certificate, Baptismal Certificate etc.
 - d. proof of actual residence such as driver's license, state ID, employment ID, or utility bills.

B. ADDITIONAL REQUIREMENTS FOR SPECIAL CIRCUMSTANCES SUCH AS CHANGE OF LAST NAME

4. For female applicant **married in the Philippines**, submit original/certified true copy and photocopy of marriage certificate duly authenticated by the National Statistics Office (NSO).
5. For female applicant **married abroad**, a **Report of Marriage** must be filed at the Embassy or Consulate which has jurisdiction over the place where the marriage took place. **(See Report of Marriage Form and Requirements). Copy of the processed Report of Marriage should be part of the passport application.**

C. REPLACEMENT OF LOST PASSPORT

6. Accomplish Requirements Nos. 1, 2, 3.b and 3.d
7. Submit a photocopy data pages (pages 1 and 2) of lost passport (if available)
8. Submit one (1) original /certified true copy and one (1) photocopy of **Birth Certificate** duly authenticated by the **National Statistics Office (NSO) in Manila**
In the absence of an NSO issued Birth Certificate, submit the following:
 - a) Birth Record from the Local Civil Registrar.
 - b) Baptismal Certificate/Voter's ID/ Seaman's Book or any public document indicating birth particulars.
 - c) Other supporting documents which will establish applicant's identity as Filipino citizen, e.g. marriage certificate, school records, professional ID, etc.

D. FIRST TIME APPLICANTS

9. Accomplish Requirements Nos. 1, 3.b and 3.d
10. For applicants born outside of the Philippines of Filipino parent(s), a **Report of Birth** must be filed at the Philippine Embassy or Consulate which has jurisdiction over the place of birth. **(See Report of Birth Form and Requirements). Copy of the processed Report of Birth should be part of the passport application.**

E. FOR DUAL CITIZENS (under R.A. 9225)

11. Accomplish Requirements 1, 2, 3a and 3c
12. Photocopy of Identification Certificate

F. SCHEDULE OF FEES:

New Passport / Renewal of Passport : US\$ 60.00
Replacement of Lost Passport: US\$ 90.00
Replacement of Lost ePassport: US\$ 150.00
plus US\$ 10.00 Fax/Verification Fee

Note: Fees are non-refundable and payable only in cash or money order issued in the U.S. or certified, treasurer's, manager's or cashier's check issued by a bank in the U.S. payable to the Philippine Consulate General. **Personal checks, credit cards and personal money orders are not accepted.**

G. REQUIREMENTS FOR PICTURES

- Pictures will be taken at the Consulate
- collared shirt / decent attire

H. OTHER REQUIREMENTS

The Consular Officer reserves the right to require additional proof or documents from an applicant, to prove his/her citizenship or identity pursuant to the Philippine Passport Law (R.A. 8239) and the Foreign Service Act (R.A. 7157.)

I. JURISDICTION OF THE CONSULATE

Arkansas	Louisiana	Nebraska
Illinois	Michigan	North Dakota
Indiana	Minnesota	Ohio
Iowa	Mississippi	Oklahoma
Kansas	Missouri	South Dakota
		Wisconsin

Incomplete forms and requirements will cause delay in the issuance of your passport.