

## REQUIREMENTS FOR ISSUANCE OF PASSPORTS

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

### MINIMUM 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, sando, 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 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.*

### PASSPORT RENEWAL REQUIREMENTS:

#### I. RENEWAL OF e-PASSPORTS (maroon Passports with chips and Passport no. starting with EA, EB and EC)

1. Accomplished Renewal Regular Application Form (Adult) or the Regular Passport Application Form (Minor).
2. Original Current Passport and photocopy of data page.
3. Photocopy of green card or US visa.
4. For Dual Citizen applicants, photocopy of Dual Identification Certificate.

#### II. RENEWAL OF MACHINE READABLE PASSPORT (MRP, Passport No. starting with XX), GREEN PASSPORTS, BROWN PASSPORTS and OLDER PASSPORTS (issued before 1995)

1. Accomplished New Regular Application Form (Adult) or the Regular Passport Application Form (Minor)
2. Original Current Passport and photocopy of data page.
3. Photocopy of green card or US visa.
4. Original and photocopy of Philippine Statistics Authority (PSA, formerly NSO) issued Birth Certificate on Security Paper
5. Married Female applicants must also submit original and photocopy of PSA issued Marriage Certificate or Report of Marriage;
6. Any of the following valid IDs (original and photocopy):
  - a. Driver's license
  - b. State ID
  - c. School or Work ID
  - d. Philippine ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID).

#### III. REPLACEMENT OF LOST PASSPORTS

1. Accomplished New Regular Application Form (Adult) or the Regular Passport Application Form (Minor)
2. Original and photocopy of Philippine Statistics Authority (PSA, formerly NSO) issued Birth Certificate
3. Photocopy of current or old passport (if applicable)
4. Photocopy of green card or US visa
5. For married female applicants, original and photocopy of PSA issued Marriage Certificate or Report of Marriage;
6. Any of the following valid IDs (original and photocopy):
  - a. Driver's license
  - b. State ID
  - c. School or Work ID
  - d. Philippine ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID);
7. Notarized Affidavit of Loss
8. In case of lost valid passport, there will be a 15-day verification period before processing of the application.

#### IV. ADDITIONAL REQUIREMENTS FOR FEMALE APPLICANTS WHO WANTS TO CHANGE THEIR LAST NAME

1. **For applicants who wants to use their married name for the first time:**
  - a. For applicants married in the Philippines, original and photocopy of Marriage Certificate issued by the Philippine Statistics Authority (PSA, formerly NSO);
  - 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.

**2. For Female using their married name who wants to revert to their maiden name:**

- a. For widowed applicants, original and photocopy of PSA issued Death Certificate of husband and Marriage Certificate;
- 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.
- 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.

**NEW PASSPORT REQUIREMENTS**

**A. Accomplished New Regular Passport Application form (Adult) or Regular Passport Application Form (Minor)**

**I. For Applicants Born in the Philippines**

1. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA, formerly NSO).
2. For married female applicant, original and photocopy of PSA issued Marriage Certificate
3. Any of the following valid IDs (original and photocopy)
  - a. Driver's license
  - b. State ID
  - c. School or Work ID
  - d. Philippine ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID)

**II. For Applicants Born Outside of the Philippines**

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.

**III. If Applicant is a Dual Citizen**

1. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA, formerly NSO).
2. For married female applicant, original and photocopy of PSA issued Marriage Certificate
3. Photocopy of Dual Identification Certificate
4. Valid ID

**MINOR APPLICANTS (ADDITIONAL REQUIREMENTS)**

1. Accomplished Regular Passport Application Form (Minor)
2. Personal Appearance of minor applicant and either parent or guardian.
3. 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.
4. Passport or Valid Government-issued ID of parent or authorized adult companion.

**FEES: (cash or money orders/ personal checks or credit cards are not accepted)**

Renewal/ New Passport - \$60.00

Lost e-Passport - \$150.00

Lost MRP/ Green/ Brown or older passports - \$90.00

**RELEASE OF PASSPORTS** : 8 to 10 weeks from date of application

***The Consular Officer reserves the right to require additional proof or documents, pursuant to the Philippine Passport Law and the Foreign Service Act.***