



## REQUIREMENTS

**\*\* INCOMPLETE REQUIREMENTS WILL CAUSE DELAY IN THE ISSUANCE OF YOUR 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 data verification, thumb mark/finger-printing and signing of the application form. APPLICATION BY MAIL WILL NOT BE ACCEPTED.**

Only the Department of Foreign Affairs (DFA) in Manila prints the MRP. Applications received by the Consulate General will be sent to DFA via diplomatic pouch. **In view of the transit time, it will now take SIX (6) WEEKS for a passport to be released to the applicant, from the time the application is processed.**

**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 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 application form signed by applicant and bearing the applicant's left and right thumbmarks. In case of minors below 8 years old, form may be signed by the parents or legal guardian.
2. Submit two (2) identical passport photos. **See section F (Requirements for Pictures).**
3. Submit applicant's old passport (most recent) for cancellation (the old passport will be returned to the applicant).
4. Submit the following documents:
  - a. Photocopy of pages 1-2 (data page) of the old passport and the page with the latest arrival stamp in the U.S.
  - b. Photocopy of the alien registration card (green/pink card), for U.S. permanent residents
  - c. If old passport does not spell out the applicant's complete middle name submit photocopy of proof of middle name, such as Birth Certificate, Baptismal Certificate etc.
  - d. Photocopy of proof of actual residence such as driver's license, state ID, employment ID, or utility bills, etc.
5. For **minors below 18 years old**, submit a **notarized Affidavit of Support and Consent** from both parents. Please indicate if minor is traveling with both parents. (For further information, please call the Consulate).

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

6. For female applicant **married in the Philippines** who is using her husband's family name in passport for the first time, submit original/certified true copy and photocopy of marriage certificate duly authenticated by the National Statistics Office (NSO).
7. For female applicant **married abroad** who is using her husband's family name in passport for the first time, 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

8. Accomplish Requirements Nos. 1, 2, 4.b, 4.d and 5.
9. Submit a photocopy data pages (pages 1 and 2) of lost passport (if available)
10. 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.
11. Submit Duly Notarized "**Affidavit of Loss**" giving details surrounding the loss of the passport. If possible, indicate the passport number, date and place of issue. Attach Police Report if passport was lost as a result of robbery/ theft

### D. FIRST TIME APPLICANTS

12. Accomplish Requirements Nos. 1, 2, 4.b, and 5
13. For MINORS born in the US 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.**
14. For EVACUEES/SERVICEMEN/MILITARY PERSONNEL who came to the U.S. using only military ID and without Philippine passport, a certification from the Commanding Officer to the effect that applicant is not a U.S. citizen who is an evacuee from the Philippines/ on active duty with the US military service is also required.

### E. SCHEDULE OF FEES:

**New Passport / Renewal of Passport : US\$ 50.00**

**Replacement of Lost Passport: US\$ 90.00 plus US\$ 10.00 Fax/Verification Fee**

**Notarial Fee for Affidavit of Loss: US\$ 25.00**

**Report of Birth/Marriage: US\$25.00**

**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 order are not accepted.**

### F. REQUIREMENTS FOR PICTURES

- Background – **Royal Blue**
- Recent Photo (photo should have been taken within the last 6 months)
- Photograph should be printed on good quality photo paper preferably with **matte finish**
- Size – 4.5 cm. (height) X 3.5 cm (width)
- Pose – image of the applicant is 70-80% of the photograph
- straight frontal shot (no tilting of head)
- "medium" smile is allowed
- collared shirt / decent attire
- both ears visible
- head scarf / veil for religious or health reasons allowed
- Cropping- there should be at least 8mm to 10mm space at the top of the photo between the edge of the photo and the crown/head of the person, to allow for cropping of the photo.