

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.