

**REQUIREMENTS FOR
PHILIPPINE PASSPORT APPLICATION
PHILIPPINE CONSULATE GENERAL, CHICAGO**

IMPORTANT REMINDERS:

1. PERSONAL APPEARANCE IS REQUIRED at all times and application is by appointment only.
2. For application at the Consulate, please secure an appointment via the Global Online Appointment System (GOAS) by accessing the following link: <https://www.passport.gov.ph>.
3. Photos will be taken at the Consulate (Do not bring your own photos).
4. For photo capturing, applicants are required to wear a decent attire. Jewelries, piercings, glasses and colored contact lenses will not be allowed.
5. Bring photocopies as required. The Consulate does not offer photocopy services.
6. Bring your own pen and observe applicable health protocols. Accomplish the [Health Declaration Form](#) and bring it during your appointment.
7. For the delivery of new passports, each applicant must BRING a self-addressed envelope (USPS Priority Mail or UPS Prepaid envelope, with stamps and tracking number)*. FEDEX metered stamps are not accepted.

The Consulate General assumes no responsibility for any loss or damages through mail.

For appointment inquiries, please email chicagopcg.passportappointments@gmail.com.

For passport extension and other concerns, please email chicagopcg.passport@gmail.com.

REQUIREMENTS

A. RENEWAL OF PASSPORTS

1. Accomplished [Renewal Application Form \(Adult\)](#)
2. Original Current Passport and photocopy of data page (and photo page for old brown passport)
3. Photocopy of green card or US visa
4. **For Dual Citizens**, photocopy of Identification Certificate

ADDITIONAL REQUIREMENTS FOR NON-ePASSPORT (Green Passports and Passport No. starting with XX and other older Passports)

1. Original and photocopy of valid ID:
 - Driver's license / State ID
 - School or Work ID
 - PHL ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID)
2. For older passports with incomplete details (e.g. no Middle Name):
 - Original and photocopy of PSA-issued Birth Certificate

ADDITIONAL REQUIREMENTS FOR MINOR APPLICANTS [Use [Regular Application Form \(Minor\)](#)]

1. Personal appearance of Parent/s, Guardian, or authorized adult companion
2. Original and photocopy of Proof of Filiation or Guardianship (e.g. Birth Certificate, Baptismal Certificate, Court Documents etc.)
3. Original and photocopy of PSA-issued Marriage Contract if the father is accompanying the child
4. Notarized Special Power of Attorney (SPA) executed by the mother (notarized at a PHL Embassy/ Consulate or *Apostillized*) authorizing the adult companion (including the father if not married with the mother) if the mother is not accompanying the child
5. Original and photocopy of passport/ valid ID of parent, guardian or authorized adult companion

ADDITIONAL REQUIREMENTS FOR FEMALE APPLICANTS

1. **For FEMALE applicants who will use their spouse's last name for the first time:**
 - Original and photocopy of PSA-issued Marriage Contract or Report of Marriage (ROM) issued by the Philippine Embassy/Consulate. If ROM was issued more than a year ago, PSA-issued ROM
2. **For FEMALE applicants who will revert to their maiden name:**
 - **For widowed applicants-** original and photocopy of PSA-issued Death Certificate of husband, and of Marriage Contract
 - **For annulled marriages-** original and photocopy of PSA-issued Marriage Contract with Annotation on Annulment, or certified true copy and photocopy of Court Order and of Certificate of Finality
 - **For divorced applicants-** original and photocopy of PSA-issued Marriage Contract with Annotation on the recognition of the divorce by a PHL court, or certified true copy and photocopy of Court Order and of Certificate of Finality

B. REPLACEMENT OF LOST PASSPORTS

1. Accomplished [Renewal Application Form \(Adult\)](#)
2. Photocopy of current or old passport (if available)
3. Photocopy of green card or US visa
4. Original and photocopy of PSA-issued Birth Certificate
5. Original and photocopy of valid ID:
 - Driver's license / State ID
 - School or Work ID
 - PHL ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID)
6. Notarized [Affidavit of Loss](#)
7. **For Dual Citizens**, photocopy of Identification Certificate
8. **For married female applicants**, original and photocopy of PSA-issued Marriage Contract or Report of Marriage
9. Police Report (if lost passport is still valid)

ADDITIONAL REQUIREMENTS FOR MINOR APPLICANTS [Use [Regular Application Form \(Minor\)](#)]

1. Personal appearance of Parent/s, Guardian, or authorized adult companion
2. Notarized Affidavit of Loss executed by the Parent/s, Guardian, or authorized adult companion on behalf of the minor
3. Original and photocopy of Proof of Filiation or Guardianship (e.g. Birth Certificate, Baptismal Certificate, Court Documents etc.)
4. Original and photocopy of PSA-issued Marriage Contract if the father is accompanying the child
5. Notarized Special Power of Attorney (SPA) executed by the mother (notarized at a PHL Embassy/ Consulate or *Apostillized*) authorizing the adult companion (including the father if not married with the mother) if the mother is not accompanying the child
6. Original and photocopy of passport/ valid ID of parent, guardian or authorized adult companion

ADDITIONAL REQUIREMENTS FOR FEMALE APPLICANTS

1. **For FEMALE applicants who will use their spouse's last name for the first time:**
 - Original and photocopy of PSA-issued Marriage Contract or Report of Marriage (ROM) issued by the Philippine Embassy/Consulate. If ROM was issued more than a year ago, PSA-issued ROM
2. **For FEMALE applicants who will revert to their maiden name:**
 - **For widowed applicants-** original and photocopy of PSA-issued Death Certificate of husband, and of Marriage Contract
 - **For annulled marriages-** original and photocopy of PSA-issued Marriage Contract with Annotation on Annulment, or certified true copy and photocopy of Court Order and of Certificate of Finality
 - **For divorced applicants-** original and photocopy of PSA-issued Marriage Contract with Annotation on the recognition of the divorce by a PHL court, or certified true copy and photocopy of Court Order and of Certificate of Finality

C. FIRST-TIME APPLICATIONS

1. Accomplished [New Passport Application Form \(Adult\)](#)
2. Photocopy of green card or US visa
3. Original and photocopy of PSA-issued Birth Certificate (if born in PHL) or Report of Birth (ROB) issued by a PHL Embassy/Consulate (if born outside PHL). If ROB is issued more than a year ago, PSA-issued ROB
4. Original and photocopy of valid ID:
 - Driver's license / State ID
 - School or Work ID
 - PHL ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID)
5. **For Dual Citizens**, photocopy of Identification Certificate
6. **For married female applicants**, original and photocopy of PSA-issued Marriage Contract or Report of Marriage

ADDITIONAL REQUIREMENTS FOR MINOR APPLICANTS [Use [Regular Application Form \(Minor\)](#)]

1. Personal appearance of Parent/s, Guardian, or authorized adult companion
2. Original and photocopy of Proof of Filiation or Guardianship (e.g. Birth Certificate, Baptismal Certificate, Court Documents etc.)
3. Original and photocopy of PSA-issued Marriage Contract if the father is accompanying the child
4. Notarized Special Power of Attorney (SPA) executed by the mother (notarized at a PHL Embassy/ Consulate or *Apostillized*) authorizing the adult companion (including the father if not married with the mother) if the mother is not accompanying the child
5. Original and photocopy of passport/ valid ID of parent, guardian or authorized adult companion

ADDITIONAL REQUIREMENTS FOR FEMALE APPLICANTS

1. **For FEMALE applicants who will use their spouse's last name for the first time:**
 - Original and photocopy of PSA-issued Marriage Contract or Report of Marriage (ROM) issued by the Philippine Embassy/Consulate. If ROM was issued more than a year ago, PSA-issued ROM
2. **For FEMALE applicants who will revert to their maiden name:**
 - **For widowed applicants-** original and photocopy of PSA-issued Death Certificate of husband, and of Marriage Contract
 - **For annulled marriages-** original and photocopy of PSA-issued Marriage Contract with Annotation on Annulment, or certified true copy and photocopy of Court Order and of Certificate of Finality
 - **For divorced applicants-** original and photocopy of PSA-issued Marriage Contract with Annotation on the recognition of the divorce by a PHL court, or certified true copy and photocopy of Court Order and of Certificate of Finality

To order your PSA documents (Birth Certificate, Marriage Certificate, ROB, and ROM), please visit the PSA website: <https://www.psaserbilis.com.ph/Default.aspx>

PASSPORT FEES: (Bring CASH or MONEY ORDER only)

- Renewal/ New Passport - \$60.00
- Lost ePassport - \$150.00
- Lost MRP/ Green/ Brown or older passports - \$90.00

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

DOWNLOADABLE FORMS:

[Renewal Application Form \(Adult\)](#)
[New Passport Application Form \(Adult\)](#)

[Passport Application Form \(Minor\)](#)
[Affidavit of Loss](#)