

# REQUIREMENTS FOR ISSUANCE OF PASSPORTS

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

## CORE 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, sandos, 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 with tracking number, such as Certified Priority Mail, Express Mail or a **prepaid** UPS. FEDEX and metered stamps are not accepted. One envelope per applicant. *The Consulate General assumes no responsibility for any loss through the mail.*

### I. PASSPORT RENEWAL REQUIREMENTS

#### A. 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.

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

5. Accomplished New Regular Application Form (Adult) or the Regular Passport Application Form (Minor)
6. Original Current Passport and photocopy of data page.
7. Photocopy of green card or US visa
8. For Dual Citizen applicants, photocopy of Dual Citizenship Identification Certificate (IC)
9. Original and photocopy of Philippine Statistics Authority (PSA, formerly NSO) issued Birth Certificate on Security Paper
10. Married Female applicants must also submit original and photocopy of PSA issued Marriage Certificate or Report of Marriage;
11. Any of the following valid IDs (original and photocopy):
12. Driver's license
13. State ID
14. School or Work ID
15. Philippine ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID).

#### C. ADDITIONAL REQUIREMENTS FOR MINOR APPLICANTS

16. Accomplished Regular Passport Application Form (Minor)
17. Original and photocopy of Philippine Statistics Authority (PSA, formerly NSO) issued Birth Certificate on Security Paper
18. Personal Appearance of minor applicant and either parent or guardian.
19. 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.
20. Passport or Valid Government-issued ID of parent or authorized adult companion.

**FEES: (Cash or money orders only. 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

### II. ADDITIONAL REQUIREMENTS FOR FEMALE APPLICANTS WHO WANT TO CHANGE THEIR LAST NAME

#### A. For applicants who want to use their married name for the first time:

1. For applicants married in the Philippines, original and photocopy of Marriage Certificate issued by the Philippine Statistics Authority (PSA, formerly NSO);
2. 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.

#### B. For Females using their married name who want to revert to their maiden name:

1. **For widowed applicants**, original and photocopy of PSA issued Death Certificate of husband and Marriage Certificate;
2. **For applicants with annulled marriages**, original and photocopy of PSA Marriage Contract with Annotation on Annulment or Certificate of Registration and certified true copy of Court Order.
3. **For divorced applicants** (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 (judicial recognition)..

### III. REPLACEMENT OF LOST PASSPORTS

1. Accomplished Renewal 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 Dual Citizen applicants, photocopy of Dual Citizenship Identification Certificate (IC)
6. For married female applicants, original and photocopy of PSA issued Marriage Certificate or Report of Marriage;
7. 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);
8. Notarized Affidavit of Loss
9. Police report, in case that the lost passport is still valid
10. In case that the lost passport is still valid, there will be a **15-day verification period** before the application is processed.

### IV. NEW PASSPORT APPLICATION REQUIREMENTS

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

#### B. 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 / State ID
  - b. School or Work ID
  - c. Philippine ID (SSS card, Senior ID, School ID, PWD ID or Voter's ID)

#### C. 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.

**ONLY APPLICATIONS WITH COMPLETE REQUIREMENTS WILL BE PROCESSED**

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