

## Requirements for Passport Renewal

IMPORTANT: ALL PASSPORT APPLICATIONS ARE NOW **BY APPOINTMENT ONLY**. APPLICANTS MUST HAVE A CONFIRMED PASSPORT APPOINTMENT SCHEDULE BEFORE COMING TO THE CONSULATE.

To access the passport appointment site, please go to: <https://bookmeaganapcg.setmore.com/>

### BASIC REQUIREMENTS FOR REGULAR RENEWAL OF E-PASSPORTS

- Confirmed passport appointment schedule from the Consulate
- Personal appearance of applicant
- Passport to be renewed
- Photocopy of passport photo/data page and amendment page, if applicable
- Proof that the applicant is not a US/Foreign citizen (Original and a photocopy of any of the following: greencard, visa, visa adjustment, notice of action, work permit)
- If applicant availed of Dual Citizenship under RA 9225 (The Citizenship Retention and Re-acquisition Act of 2003) please submit the following: Original plus one photocopy of the dual documents:
  - Identification Certificate (IC)
  - Oath of Allegiance
  - Order of Approval
- Passport fee of \$60.00 (cash only); and/or

Additional requirements listed below if applicable to the passport applicant

Note: Please make all photocopies on Letter-size paper before arriving at the Consulate.

### ADDITIONAL REQUIREMENTS FOR THE FOLLOWING:

#### **If applicant is a minor (below 18 years old):**

- The parent or legal guardian of the minor needs to accompany the minor in applying for a passport
- Valid passport and copy of passport photo/data page of parent/ legal guardian (Mother only if the child's parents are not married. If mother cannot be present, notarized authorization and valid ID of the mother should be presented by the father or legal guardian.)

Note: Proof of filial (parent-child) relationship (e.g. birth certificate) may also be required in some cases including for cases where the surname of the parent does not match the surname of the child.

#### **If applicant is a married woman who wishes to use her married surname in her new passport:**

- Original plus one photocopy of PSA/NSO Marriage Certificate or original plus one photocopy of Report of Marriage issued by the Consulate.

#### **If applicant is a formerly married woman who wishes to revert to her maiden name:**

- For all applicants: Original plus one photocopy of the Philippine Statistical Authority (PSA)/ National Statistics Office (NSO) Birth Certificate. Local Civil Registrar transcription is required when entries in the Birth Certificate are unreadable.

In addition,

**If widowed:**

- Original plus one photocopy of PSA/NSO Death Certificate of the deceased Filipino spouse (issued less than 6 months before date of passport application). Local Civil Registrar (LCR) transcription is required when entries in the Death Certificate are unreadable.

**If annulled:**

- Original plus one photocopy of the Philippine Court Order effecting the annulment. The Philippine Court Order must be apostilled by the Department of Foreign Affairs in the Philippines.
- Original plus one photocopy of the annotated PSA/NSO Marriage Certificate or Report of Marriage (issued less than 6 months before date of passport application). Local Civil Registrar (LCR) transcription is required when entries in the Marriage Certificate/ Report of Marriage are unreadable.
- Original plus one photocopy of PSA/NSO Advisory on Marriages (issued less than 6 months before date of passport application).

**If divorced by a foreign spouse:**

- Original plus one photocopy of the Philippine Court Recognition effecting the foreign divorce. The court recognition must be apostilled by the Department of Foreign Affairs in the Philippines.
- Original plus one photocopy of the annotated PSA/NSO Marriage Certificate or Report of Marriage (issued less than 6 months before date of passport application). Local Civil Registrar (LCR) transcription is required when entries in the Marriage Certificate or Report of Marriage are unreadable
- Original plus one photocopy of PSA/NSO Advisory on Marriages

**If passport to be renewed is the old non-machine-readable brown passport:**

- Copy of passport photo/data page and last page if MRP or MRRP / Copy of passport pages 1,2,3,4 and last page if brown passport;
- If the old passport does not bear the complete middle name, original plus one photocopy of PSA/NSO Birth Certificate or original plus one photocopy of Report of Birth issued by the Consulate. Local Civil Registrar transcription is required when entries in the Birth Certificate are unreadable.

In addition:

- For female applicants who wish to use their married surname on their passport, original plus one photocopy of PSA/NSO Marriage Certificate or original plus one photocopy of Report of

Marriage issued by the Consulate. Local Civil Registrar transcription is required when entries in the Marriage Certificate or Report of Marriage are unreadable.

**For applicant who is legally adopted, please also submit the following:**

- Original plus one photocopy of PSA/NSO Birth Certificate reflecting name before adoption or original plus one photocopy of the Report of Birth issued by the Consulate and original plus one photocopy of Philippine Court Order on Adoption and Certificate of Finality

**IMPORTANT:**

1. The Consular Officer reserves the right to require additional proof or documents, pursuant to R.A. 8239 (The Philippine Passport Act of 1996) for the purpose of verifying the identity, citizenship and personal circumstances of the applicant.
2. Submission of the required documents does not guarantee issuance of a new passport.