

REQUIREMENTS FOR FIRST TIME PASSPORT APPLICATION

- Confirmed passport appointment schedule from the Consulate
- Personal appearance of applicant
- Original plus one photocopy of the applicant's Report of Birth issued by the Philippine Consulate or PSA/NSO issued Birth Certificate
- If applicant availed of Dual Citizenship or Election of Philippine 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) issued by the Bureau of Immigration or the Philippine Embassy/Consulate where the applicant applied for citizenship retention/reacquisition
- Passport fee of \$60.00 (cash only); and/or

For minor applicants (below 18 years old):

- Valid passport of the parents or legal guardian and photocopy of the data page of said passport;
- The minor applicant must be accompanied by the Filipino parent/guardian

For the legally adopted:

- Original plus one photocopy of the PSA/NSO issued amended birth certificate reflecting the new adoptive surname
- If available, original and photocopy of the PSA/NSO birth certificate before adoption
- Original plus one photocopy of the Philippine Court Order on Adoption and Certificate of Finality

NOTE: 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.

Requirements for Lost, Mutilated or Tampered Passports and Passports with Discrepancy:

Notes: All cases of lost, mutilated and tampered passports take more time than normal applications with the needed verifications and clearances.

GENERAL REQUIREMENTS:

- Confirmed passport appointment schedule from the Consulate;
- Personal appearance;
- PSA (NSO) Birth Certificate or Report of Birth. Local Civil Registrar transcription is required when entries in the Birth Certificate are unreadable.
- Same documents required for first time passport applicants.
- One (1) acceptable ID and three (3) supporting documents (original and photocopy)

- Applicable fees for replacement of lost or mutilated passport, fees for affidavits and fees for verification
- Personal appearance

ADDITIONAL REQUIREMENTS:

For lost passport that could no longer be found:

- Submit **Notarized Affidavit of Loss / Salaysay** detailing explanation on when, where and how passport got lost. Form available at the Consulate General or download here.
- If lost passport is still valid or contains a valid visa, submit Police Report of Loss.
- Photocopy of the data page of lost passport (if available).

For passport that was declared lost but has now been found:

- Submit **Notarized Affidavit/ Salaysay** with detailed explanation on when, where, and how passport was found) – Form available at the Consulate General or download here.
- Original and photocopy of the data page of passport.

For mutilated or damaged passports:

- Submit Notarized Affidavit of Mutilation with detailed explanation on when, where, and how passport got mutilated or damaged – Form available at the Consulate General or download here.
- Original and photocopy of the data page of mutilated or damaged passport.

LIST OF ACCEPTABLE IDs FOR REPLACEMENT OF LOST PASSPORT (At least 1 of the following):

- Alien Registration Card or Residence Card
- Government-issued picture IDs such as the following:
 - Digitized SSS ID
 - Driver's License
 - GSIS E-card
 - PRC ID
 - IBP ID
 - OWWA ID
 - Digitized BIR ID
 - Senior Citizen's ID
- Other acceptable picture IDs such as the following:
 - Old College ID
 - Alumni ID
 - Old Employment IDs

LIST OF SUPPORTING DOCUMENTS FOR REPLACEMENT OF LOST PASSPORT (At least 3 of the following):

- NBI Clearance
- NSO Marriage Certificate or Report of Marriage
- Land Title
- Seaman's Book
- Elementary or High School Form 137 or Transcript of Records with readable dry seal
- Government Service Record
- Voter's ID
- Police Clearance
- Barangay Clearance
- Old documents issued at least one year prior to date of application that show correct name, date and place of birth, picture and signature of applicant such as the following:
 - NSO Birth Certificate of child / children
 - SSS-E1 Form or Microfilmed Copy of SSS-E1 Form
 - Income Tax Return
 - Voter's Certification, List of Voters and Voter's Registration Record (for newly issued VRR, please attach receipt)
 - School Yearbook
 - Community Tax Certificate

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.