

REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
MANILA  
**PASSPORT APPLICATION**

FOR DFA USE ONLY  
PPT. NO.

FILL-OUT ALL BLANKS, TYPE OR PRINT LEGIBLY, PLEASE READ REQUIREMENTS / INSTRUCTIONS AT THE BACK.

_____ LAST NAME	_____ MIDDLE NAME	Paste one 4.5 cm x 3.5 cm new colored photo with plain, white background Applicant must be in decent attire.
_____ FIRST NAME	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
_____ DATE OF BIRTH	_____ AGE	
_____ PLACE OF BIRTH	_____	
_____	_____	

Civil Status:  Single  Married  Widow/er  Separated      Name of Spouse \_\_\_\_\_  
 Complete Address in the Philippines \_\_\_\_\_  
 Present Occupation \_\_\_\_\_      Office Address \_\_\_\_\_  
 Purpose of Travel:  Tourist  Business  Immigrant  Study  Contract Worker  Seaman  Others \_\_\_\_\_  
 Destination: \_\_\_\_\_  
 Name of Father \_\_\_\_\_      Citizenship \_\_\_\_\_  
 Name of Mother \_\_\_\_\_      Citizenship \_\_\_\_\_

Check if you are: <input type="checkbox"/> Legitimate <input type="checkbox"/> Illegitimate Citizenship acquired by: <input type="checkbox"/> Birth <input type="checkbox"/> Election <input type="checkbox"/> Naturalization <input type="checkbox"/> Marriage	Have you ever been issued a Philippine Passport: <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Latest Passport No.: _____ Date of Issue: _____ Place of Issue: _____
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For Minor Applicants:  
 Name of travelling companion: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
\_\_\_\_\_  
*Signature of Parent/Guardian*

**I SOLEMNLY SWEAR** that the above attached photograph is mine, that I have never been issued a passport under another name, that the statements made on this Application Form are true and the attached supporting documents are authentic.

		_____ SIGNATURE OF APPLICANT
		REMARKS: _____ <b>FOR STRICT COMPLIANCE: Please print name and affix initials.</b> 1. Verified _____ 2. Processor _____ 3. Issuance Officer _____ 4. Photo Attachment _____ 5. Sclpter _____ 6. Laminating Clerk _____ 7. Signing Officer _____ 8. Releasing Clerk _____

Paste photo here.

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Paste photo here.

Left  
Thumbmark

Right  
Thumbmark

## I. PASSPORT REQUIREMENTS FOR FIRST TIME APPLICANTS

- A) Birth Certificate (BC) in Security Paper (SECPA) issued by the National Statistics Office (NSO) or Certified True Copy (CTC) and photocopy of BC issued by the Local Civil Registrar duly authenticated by NSO. Additional supporting documents may be required when necessary.
- B) IN CASE OF NO BIRTH RECORD:
- If born after 1950:
- 1) A primary document which can be either be a birth certificate, or
  - 2) In case of birth certificates with delayed registration, copies of the birth certificate, and documents such as:
    - Baptismal Certificate
    - Voter's Affidavit
    - School Records (official Transcript/Form 137).
- If born on or before 1950:
- 1) Certificate of Non-availability of Birth Record from the NSO.
  - 2) Joint Birth Affidavit signed and executed by two (2) disinterested persons.
  - 3) Baptismal Certificate or Certified True Copy of Voter's Affidavit from COMELEC or any public document indicating date and place of birth and citizenship.
- C) Three (3) copies 4.5cm x 3.5cm new photos (colored with plain white background). Photo should show applicant in decent attire with collar.
- D) Personal appearance except when the applicant is:
- 1) 8 years old and below,
  - 2) 65 years old and above, or
  - 3) mentally or physically incapacitated
- E) ADDITIONAL REQUIREMENTS
- 1.) For married women who chose to adopt surname of husband Marriage Contract (MC) in Security Paper issued by NSO or CTC and photocopy of MC issued by the Local Civil Registrar duly authenticated by NSO.
  - 2.) For women who obtained annulment or were divorced by foreign husband
    - Authenticated copy and photocopy of the first page and the dispositive portion of the judgment granting divorce or annulment.
    - Certified true copy and photocopy of the first page and the dispositive portion of the judgment granting divorce or annulment, authenticated by the Philippine Embassy/Consulate when the divorce was obtained.
  - 3.) For fiancées of foreign nationals and spouses of foreign nationals who were married six (6) months below prior to their application for a passport:
    - Original and photocopy of Commission on Filipinos Overseas (CFO) Guidance and Counseling Certificate of Attendance.
- 4.) For minors (below 18 years old)
    - Personal appearance of either parent.
    - if travelling with one parent, submit an original and photocopy of DSWD Travel Permit
    - if minor is not travelling with either parent, submit an original and photocopy of DSWD Clearance and Affidavit of Support and Consent.
    - If both parents are abroad, such an affidavit must be authenticated by the nearest Philippine Embassy or Consulate General.
    - If application is filed by person other than the minor's parents, submit Special Power of Attorney (SPA). If executed abroad, SPA must be authenticated by the nearest Philippine Embassy or Consulate General.
    - Passport and photocopy of the passport of person travelling with the minor.
  - 5.) For adopted children
    - Authenticated copy and photocopy of the dispositive portion of the Court Order on adoption.
    - Authenticated copy and photocopy of original and amended Birth Certificate
    - DSWD Travel Clearance
  - 6.) For illegitimate children born after August 13, 1988:
    - If father's surname is used, submit annotated Birth Certificate (Legitimated by virtue of subsequent marriage of parents).
    - Consent of mother if minor is 8 years and below.
    - DSWD Clearance if travelling with Father
  - 7.) For Muslim applicants
    - For those whose births were registered, follow requirements for new applicants.
    - For those whose births were not registered.
    - Certified True Copy of Late Registered Birth Certificate from the National Statistics Office.
    - Original and photocopy of Voter's Affidavit or NBI Clearance or other supporting document indicating date and place of birth and citizenship.
    - Certificate from the Office on Muslim Affairs for Muslim converts
    - Court Order to change name.
    - Shari'ah Court Order
  - 8.) And such other documentary requirements as may be deemed necessary by the passport offices or consular posts abroad as enumerated in item V below. Applicants with doubtful citizenship may be referred to the Citizenship Evaluation Committee (CEC) for interview and evaluation.

## II. REQUIREMENTS FOR RENEWAL OF PASSPORT

Department Order No. 11/97 (Implementing Rules and Regulations for Republic Act No.8239 "Philippine Passport Act" effective 21 February 1997.)

- A. Personal appearance of the applicant shall not be required and the application may be filed by:
- 1.) Any agency duly accredited with the Department
  - 2.) A person authorized in writing by the applicant.
- However, personal appearance may be required as maybe warranted by circumstances.
- B. Three (3) copies 4.5 cm x 3.5 cm new photos (colored with plain white background). Photo should show applicant in decent attire with collar.
- C) In passport being renewed is brown or issued prior to 01 May 1995, .
- 1) Old passport and photocopy of passport pages 1,2,3 (amendment) and the pages showing latest Bureau of Immigration departure and arrival stamps.
  - 2) Any document with complete middle name (Birth Certificate, Baptismal Certificate, driver's license, company ID, Voter's ID, etc.)
- D. In case passport being renewed is green or issued after 01 May 1995:
- Present old passport and photocopy of passport pages 1,2,3 (amendment) and the pages showing latest Bureau of Immigration departure and arrival stamps.
- E. For married women who chose to adopt surname of husband in her new passport.
- Certified True Copy and Photocopy of Marriage Contract issued by the National Statistics Office.
- F. For minors (below 18 years old)
- 1.) Personal appearance of either parent.
  - 2.) If minor is not travelling with either parent, submit an original and Photocopy of DSWD Clearance and Affidavit of Support and Consent.
  - 3.) If both parents are abroad, such an affidavit must be authenticated by the nearest Philippine Embassy of Consulate General.
  - 4.) If application is filed by person other than the minor's parents, submit Special Power of Attorney (SPA). If executed abroad, SPA must be Authenticated by the nearest Philippine Embassy or Consulate General.
  - 5.) Passport and photocopy of the passport of person travelling with the minor.

## III. REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORT

- A. If already expired, submit notarized Affidavit of Loss. No penalty fee of P200.00
- B. If still valid, submit Police Report and notarized Affidavit of Loss. There will be a 15-day clearing period prior to the processing of application for a new passport.
- C. Personal appearance.
- D. Birth Certificate (BC) in Security Paper and supporting documents.
- E. Three (3) copies 4.5 cm x 3.5 cm new photos (colored with plain white background). Photo should show applicant in decent attire with collar.

### IV. PASSPORT FEES

- A. Regular Processing (6 working days)
- 32 pages P500
  - 64 pages P600
- B. Expedited Processing (2 working days)
- P150 in addition to regular fee
- C. For amendment of Passport
- P100
- D. Replacement of Lost Passport
- 32 pages P700
  - 64 pages P800

RECEIVED CANCELLED PASSPORT

RECEIVED NEW PASSPORT

### V. LIST OF SUPPORTING DOCUMENTS

SUPPORTING DOCUMENTS ARE THE FOLLOWING:

- A. Voter's affidavit or certified true copy of voter's affidavit from COMELEC.
- B. Driver's license
- C. NBI clearance (at least two years old)
- D. Old SSS E-1 form
- E. Baptismal certificate
- F. Income Tax Return (ITR)
- G. School Form 137 or Transcript of Record
- H. GSIS Policy
- I. Government Service Record
- J. Seaman's Book
- K. Marriage Contract
- L. PRC ID

## VI. REMINDERS

- A. Applicant should file his application where he is physically present.
- B. Declare lost, valid, or expired passport to avoid delay in the issuance of a new one.
- C. Passports unclaimed after 60 days will be cancelled per Memorandum Circular 33-88.
- D. Check all data in the passport upon release. Passports found to have scripting errors will be replaced gratis if presented for correction 6 months from date of release.