

# **PASSPORT APPLICATION REQUIREMENTS**

**Note:** Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions.

## **ADULTS**

### ***New application (First time applicant):***

1. Printout of the passport application form (emailed by the Global Online Appointment System);
2. Personal appearance of applicant;
3. Original and photocopy of a Philippine Government issued ID with photo;
4. PSA or NSO Birth Certificate or PSA-Issued Report of Birth (if born overseas).
5. PSA or NSO Marriage Certificate or PSA-Issued Report of Marriage (if married overseas)
6. Courier Bag with a "Courier Signature Required" sticker. **NOTE:** The Philippine Embassy assumes no responsibility for any delay, loss or damage of the passport in the mail once the documents have been mailed out. The applicant should note the tracking numbers of all envelopes submitted.

### ***Renewal:***

1. Printout of the passport application form (emailed by the Global Online Appointment System);
2. Personal appearance of applicant;
3. Original passport and photocopy of the data page of the passport;
4. Courier Bag with a "Courier Signature Required" sticker. **NOTE:** The Philippine Embassy assumes no responsibility for any delay, loss, or damage of the passport in the mail once it has been mailed out. The applicant should note the tracking numbers of all envelopes submitted.
5. In case a passport is lost, damaged or mutilated - will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.

## **MINORS (below 18 years old)**

### ***New application and renewal:***

1. Printout of the passport application form (emailed by the Global Online Appointment System);
2. Original passport and photocopy of the data page of the passport (*\*for renewal*);
3. Original and photocopy of PSA or NSO Birth Certificate, or Report of Birth filed and processed by the Embassy in Wellington **if less than 1 year from the date of registration**, or PSA-Issued Report of Birth;
4. Original and Photocopy of the data page of parent's passports;
5. Original and photocopy of PSA or NSO Marriage Certificate, or Report of Marriage filed and processed by the Embassy (if less than 1 year from the date of registration), or PSA-Issued Report of Marriage;
6. Courier Bag with a "Courier Signature Required" sticker. **NOTE:** The Philippine Embassy assumes no responsibility for any delay, loss, or damage of the passport in the mail once it has been mailed out. The applicant should note the tracking numbers of all envelopes submitted;
7. Personal appearance of applicant and of both parents as stated in the Birth Certificate;
8. If only one parent will accompany the applicant, please bring PSA or NSO Marriage Certificate of the applicant's parents;
9. If minor is not accompanied by either parent but is still under the legal custody of the parents, both parents must provide a Special Power of Attorney (SPA) apostilled by the relevant agency of their current country of residence authorizing the person accompanying the minor to assist in the processing of the minor's passport application;
10. If parents are unmarried and only the father can accompany the minor applicant, the mother must provide a copy of her valid ID and a Special Power of Attorney (SPA) apostilled by the relevant agency of her current country of residence;
11. If only one parent has parental authority over the minor, the parent must show a court order issued by a competent court indicating which parent has legal custody of the minor;
12. If the minor is no longer under either parent's legal custody, the minor must be accompanied by the legal guardian who must present a court order granting legal custody of the child to the said guardian.

## **ADDITIONAL REQUIREMENTS**

When applying for a passport, whether new or renewal, and you fall under any of the following categories, submit the documents listed as additional documents.

### **If you have lost your passport and want to apply for a new one:**

- a. Affidavit of Loss;
- b. Original Police report;
- c. Copy of lost passport, if available
- d. Valid government-issued ID
- e. PSA–Birth Certificate/PSA–Marriage Certificate (original and photocopy)
- f. Replacement fee. *Applicants with Lost Passports will be treated as a First-Time Applicant.*

### **If you have reacquired your Philippine citizenship under RA 9225 (dual citizenship)**

1. Original and photocopy of Identification Certificate Number (given during the oath taking);
2. Original and photocopy of the latest issued Philippine passport;
3. **For applicants with Brown, Green, Maroon, older Passport:** Original and photocopy of PSA or NSO Birth Certificate, or PSA-Issued Report of Birth; and if female, a PSA or NSO Marriage Certificate, or PSA-Issued Report of Marriage;
4. Original and photocopy of valid government-issued ID or their secondary citizenship.  
*Applicants who are applying for a passport after acquiring Dual Citizenship will be treated as a First-Time Applicant.*

### **If you are a married female applicant and wish to use your married surname in your passport:**

1. Original and photocopy of PSA or NSO Marriage Certificate, or Report of Marriage filed and processed by the Embassy (if less than 1 year from the date of registration), or PSA-Issued Report of Marriage

### **If you are a married female applicant whose passport reflects your married surname and you want to revert to your maiden surname:**

Note: Under Philippine law, married women who have been using their married surname in their Philippine passport may revert to using their maiden surname only in the following circumstances: (1) by virtue of Death of Spouse, (2) by virtue of Annulment, Declaration of Nullity of Marriage (Judicially-recognized), and Legal Separation, (3) for those who wish to revert to their maiden name.

#### ● **If widowed**

1. Original and photocopy of death certificate of deceased spouse (if spouse is Filipino, original PSA or NSO Death Certificate/Report of Death), or Apostilled or Authenticated Foreign Death Certificate with English translation, if applicable;
2. Original and photocopy of a PSA-issued Certificate of Live Birth or PSA Report of Birth

#### ● **If by virtue of Annulment or Declaration of Nullity of Marriage, or Legal Separation:**

1. Original and photocopy of PSA-issued Certificate of Marriage or PSA Report of Marriage with annotation reflecting the nullity or dissolution of Marriage, judicial recognition of Foreign divorce, court decree of legal separation;
2. Original and photocopy of a PSA-issued Certificate of Live Birth or PSA Report of Birth;
3. Original and photocopy of latest-issued Philippine passport (if available).

#### ● **For those who wish to revert to their maiden name:**

1. Original and photocopy of PSA-issued Certificate of Live Birth or PSA Report of Birth;
2. Original and photocopy of PSA Certificate of Marriage or PSA Report of Marriage;
3. Notarized Affidavit of Explanation that included a request for the reversion of the maiden name in the Philippine Passport or travel document and stating that the applicant has not hitherto availed of the reversion;
4. Original and photocopy of latest-issued Philippine passport or travel document; and
5. Original and photocopy of any valid and existing Government-issued ID accepted for passport application, reflecting the maiden name of the passport applicant.

**If your passport is damaged:**

1. Affidavit of Destruction/ Mutilation
2. PSA Birth Certificate
3. Original and photocopy of valid ID

**In case of change of name or surname:**

- g. Original and photocopy of the Annotated Birth Certificate

*If due to adoption:*

1. Birth Certificate before adoption
2. Birth Certificate after adoption
3. Court Decision or Order on Adoption and Certificate of Finality

**For Applicants with Unclaimed Passports:**

1. Certificate of Unclaimed Passport (may be requested at the office where the unclaimed passport was issued);
2. Affidavit of Explanation
3. Additional supporting documents may be required as necessary to ascertain citizenship, identity, and lack of travel restrictions.