

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		
DATE OF BIRTH	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>	
PLACE OF BIRTH	AGE	

Civil Status: Single Married Widower 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.

		Paste photo here.
Left Thumbmark	Right Thumbmark	Paste photo here.

 SIGNATURE OF APPLICANT

REMARKS:
FOR STRICT COMPLIANCE: Please print name and affix initials. 1. Verified _____ 2. Processor _____ 3. Issuance Officer _____ 4. Photo Attachment _____ 5. Scriptor _____ 6. Laminating Clerk _____ 7. Signing Officer _____ 8. Releasing Clerk _____

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
- 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 Voter's Affidavit 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.
- D) Personal appearance except when the applicant is:
 1) not more than 8 years old; or
 2) at least 65 years old; or
 3) mentally or physically incapacitated
- E) ADDITIONAL REQUIREMENTS
 1.) For married women who chose to adopt surname of husband
 Certified True Copy (CTC) photocopy of Marriage Contract (MC) issued by the National Statistics Office 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 at least six months and 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 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.
 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.
 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 documents indicating date and place of birth and citizenship.
 - Certificate from the Office of Muslim Affairs, Office of the President.
 8.) For Muslim converts
 - Court Order to change name.
 - Shari'ah Court Order
 9.) 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.) By a member of the immediate family of the applicant
 Authorized in writing by the latter stating the relation to the applicant.
 - applicant's spouse
 - applicant's parents/children
 - applicant's brothers/sisters
 - applicant's legal guardian having custody of the child
 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 applicants in decent attire.
- 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 or 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. Certified True Copy (CTC) and photocopy of Birth Certificate (BC) issued by the National Statistics Office or CTC and photocopy of BC issued by the Local Civil Registrar duly authenticated by the NSO.
- D. Three (3) copies 4.5 cm x 3.5 cm new photos (colored with plain white background). Photos should show applicant in decent attire.
- E. Personal appearance.

IV. PASSPORT FEES	V. TO SUBMIT SUPPORTING DOCUMENTS
<p>A. For Regular Passport: (6 working days) 32 pages P500 (\$60 abroad) 64 pages P600 (\$70 abroad)</p> <p>B. For amendment of Passport : P100 (\$20 abroad)</p> <p>C. Replacement of Valid Lost Passport 32 pages P700 (\$90 abroad) 64 pages P800 (\$140 abroad)</p> <p>D. Overtime Processing: P150 in addition to regular fee (2 working days)</p> <p>RECEIVED CANCELLED PASSPORT</p> <p>RECEIVED NEW PASSPORT</p>	<p>A SUPPORTING DOCUMENT MAY BE ANY ONE OF THE FOLLOWING:</p> <p>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. 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</p> <p>REMARKS: An applicant who has none of the above supporting documents has to present a current NBI clearance for purposes of identification.</p>

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. Passport unclaimed after 60 days will be canceled 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.