

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

JVBL-APCE-LVJZ-PPT-DO Rev. July 2012

PASSPORT APPLICATION FORM

THIS APPLICATION FORM IS NOT FOR SALE. PLEASE DO NOT LEAVE ANY SPACES BLANK, INDICATE N/A IF NOT APPLICABLE. PROVIDING FALSE STATEMENTS IN PASSPORT APPLICATIONS IS PUNISHABLE BY LAW (R.A. 8239).

LAST NAME / APELYIDO	FIRST NAME / PANGALAN (Jr./II/III)
MIDDLE NAME / GITNANG PANGALAN	PLACE OF BIRTH / POOK NG KAPANGANAKAN
_____/_____/_____ Month Day Year	GENDER / KASARIAN ☐ MALE ☐ FEMALE
DATE OF BIRTH / PETA NG KAPANGANAKAN (Ex.: March 8, 2010)	

Civil Status: ☐ Single ☐ Married ☐ Widow/er ☐ Legally Separated ☐ Annulled

Complete Address: _____	Tel. No.: _____
Present Occupation: _____	Mobile No.: _____
Work Address: _____	Tel. No.: _____
E-mail Address: _____	
Name of Wife / Husband: _____	Citizenship: _____
Name of Father: _____	Citizenship: _____
Maiden / Single name of Mother: _____	Citizenship: _____

Citizenship Acquired By:

☐ Birth ☐ Election ☐ Marriage ☐ Naturalization ☐ R.A. 9225 ☐ Others _____

Are you a holder of a foreign passport? ☐ Yes ☐ No If Yes, from what country? _____	Have you ever been issued a Philippine Passport? ☐ Yes ☐ No If Yes, latest Passport Number? _____ Date of issue: _____ Place of issue: _____
--	--

(For applicants below 18 years old ONLY)

Name of minor's travelling companion: _____
Companion's relationship: _____ Contact Number: _____

I SOLEMNLY SWEAR that 1) I am a Filipino citizen. 2) The information I provided in this application are true and correct. 3) The supporting documents attached are authentic. 4) I am aware that under the law, I am allowed to hold only one Philippine passport at any given time. 5) I am aware that making false statements in passport application, furnishing falsified or forged documents in support thereof are punishable by law.

Signature of Applicant or Legal Guardian (for minor applicants)

FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.

REMARKS:

Processor: _____ Encoder: _____ Signing Officer: _____ Transmission Officer: _____

RECEIVED CANCELLED PASSPORT:

RECEIVED NEW PASSPORT:

FOR ADMINISTRATIVE USE ONLY:

For more details please visit www.dfa.gov.ph or
www.passport.com.ph

REQUIREMENTS FOR FIRST TIME PASSPORT APPLICANTS			
■ Personal appearance ■ Confirmed appointment ■ No need to submit a passport size photo ■ Duly accomplished application form – <i>may be downloaded from the DFA website, www.dfa.gov.ph</i> ■ Birth Certificate (BC) in Security Paper (SECPA) issued by the National Statistics Office (NSO) or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) & duly authenticated by NSO. Transcribed BC from the LCR is required when entries in NSO BC are blurred or unreadable. Report of Birth duly authenticated by NSO is required if born abroad. ■ Valid picture IDs and supporting documents to prove identity (please refer to the List of Acceptable IDs & Supporting Documents below) In Case of No Birth Record: If born in or after 1950 (January 1, 1950 or after): ■ Apply for the delayed registration of birth at the local civil registry office located at the place of birth of applicant ■ Submit authenticated Birth Certificate from NSO and supporting public document/s upon the discretion of the processor or Consular Officer, with correct date and place of birth (<i>i.e. Form 137, Voter's Registration Record, Baptismal Certificate with readable dry seal or NCMF / OMA Certificate with photo and readable dry seal, for Muslim applicants</i>) If born before 1950 and below (December 31, 1949 and below): ■ Certificate of Non-availability of Birth Record from NSO ■ Notarized Joint Birth Affidavit of Two Disinterested Persons ■ Any public document with correct full name, date and place of birth (<i>i.e. Baptismal Certificate with readable dry seal or NCMF / OMA Certificate with photo and readable dry seal, for Muslim applicants</i>) Additional Requirements For married women: ■ Marriage Contract (MC) in Security Paper issued by NSO or original and photocopy of the Certified True Copy of MC issued by the Local Civil Registrar and duly authenticated by NSO. Transcribed MC from the LCR is required when entries in NSO MC are blurred or unreadable. Report of Marriage duly authenticated by NSO is required if married abroad.		■ For spouse of foreign national: ■ Marriage Contract (MC) in Security Paper issued by NSO or Certified True Copy of MC issued by the Local Civil Registrar and duly authenticated by NSO. Transcribed MC from the LCR is required when entries in NSO MC are blurred or unreadable. Report of Marriage duly authenticated by NSO is required if married abroad. ■ Original and photocopy of Commission of Filipino Overseas (CFO) Guidance and Counseling Certificate of Attendance (<i>required for first time applicants or renewal of passport to be used for the first time the surname of the husband</i>) ➢ Aliens who acquired Filipino citizenship or applicants with <i>foreign-sounding family names</i> (e.g. LIM, CHO, SY, LEE, SAMADI, SINGH, etc.): • Bureau of Immigration Identification Certificate • Certificate of Naturalization • Election of Filipino Citizenship / Oath of Allegiance IF NECESSARY, • Marriage Certificate of parents (duly authenticated by NSO) • NSO Birth Certificate of applicant's brother or sister ➢ Applicants who availed of <i>Dual Citizenship or Election of Philippine Citizenship</i> under RA 9225: • Identification Certificate • Oath of Allegiance • Order of Approval • Report of Birth (for those born abroad) ➢ If applicant is a DOST scholar: (same general requirements stated above) • Secure a certification or clearance from DOST	
For Minor Applicants (below 18 years old)			
■ Confirmed appointment (except for 1 year old and below) ■ Personal appearance of the minor applicant ■ Personal appearance of either parent, NSO Marriage Contract and proper ID / valid passport of parents (if minor is a legitimate child) / Personal appearance of mother and proper ID / valid passport of mother (if minor is an illegitimate child) ■ Original and photocopy of valid passport of the person traveling with the minor ■ Notarized Affidavit of Support and Consent to travel from either parent (if minor is a legitimate child) / from mother (if minor is an illegitimate child)		■ Original Birth Certificate (BC) of minor in Security Paper issued by NSO or Certified True Copy of BC issued by the LCR & duly authenticated by NSO. Transcribed BC from the LCR is required when entries in NSO BC are blurred or unreadable. Report of Birth duly authenticated by NSO is required if minor was born abroad. ■ Document of identity with photo, if minor is 8-17 years old (for first time & renewal applicant) such as School I.D. or Form 137 with readable dry seal. For minor applicants who never attended school, a Notarized Affidavit of Explanation executed by either parent (if minor is a legitimate child) / by mother (if minor is an illegitimate child) detailing the reasons why the child is not in school, is required	
Additional Requirements ➢ If minor is not traveling with either parent or alone: ■ Personal appearance of the mother is required if minor applicant is an illegitimate child. ■ Affidavit of Support and Consent (ASC) executed by either parent indicating the name of the traveling companion and relationship to the minor. If minor will be traveling alone, ASC must be executed by either parent, stating that his/her child will be traveling alone. If minor is illegitimate, mother should execute the ASC. ■ Original and photocopy of DSWD Clearance. There is no need to secure a DSWD Clearance if the minor traveling abroad has parents who are in the Foreign Service or living abroad or are immigrants, provided he / she is holding a valid pass such as a dependent's visa / pass / identification card or permanent resident visa / pass / identification card which serves as proof that he / she is living with parents abroad. ➢ If both parents are abroad: ■ Affidavit of Support and Consent (ASC) executed by either parent indicating the name of the traveling companion (authenticated by the nearest Philippine Embassy or Consulate General). If minor is illegitimate, mother should execute the ASC. ■ Special Power of Attorney (SPA) with an attached photocopy of either parent's valid passport (authenticated by the nearest Philippine Embassy or Consulate General) authorizing a representative in assisting the child to apply for a passport. If minor is illegitimate, mother should execute the SPA. ■ Original and photocopy of DSWD Clearance. There is no need to secure a DSWD Clearance if the minor traveling abroad has parents who are in the Foreign Service or living abroad or are immigrants, provided he / she is holding a valid pass such as a dependent's visa / pass / identification card or permanent resident visa / pass / identification card which serves as proof that he / she is living with parents abroad. ■ Proper ID of the duly authorized representative (Please refer to List of Acceptable IDs) ➢ If minor is legitimated by subsequent marriage of parents: ■ Authenticated Birth Certificate from NSO with annotation regarding new status as legitimated and the full name of the child ➢ If minor is illegitimate but acknowledged by father: ■ Birth certificate from NSO reflecting surname of father with Affidavit of Acknowledgement and Consent to use surname of father ➢ Orphaned minor applicant: ■ Authenticated Death Certificates of parents from NSO ■ Court order awarding guardianship of the orphaned minor applicant or substitute parental authority under Article 214 & 216 of the Family Code ■ DSWD Clearance ➢ Abandoned minor applicant: ■ Court order awarding guardianship of the abandoned minor applicant or substitute parental authority ■ DSWD Travel Clearance		➢ Founding: ■ Certificate of founding authenticated by NSO ■ DSWD Clearance ■ Passport of the person who found the applicant ■ Letter of authority or endorsement from DSWD for the issuance of passport ➢ Legally adopted: ■ Original and Certified True Copy (CTC) of NSO Birth Certificate before adoption ■ Original and Certified True Copy (CTC) of the NSO amended Birth Certificate after adoption ■ Certified True Copy (CTC) of the Court Decision or Order on Adoption and Certificate of Finality ■ DSWD clearance for minor applicant, if traveling with the person other than the adopting parents <i>In case the applicant is for adoption by foreign parents:</i> ■ Certified True Copy of the Court Decree of Abandonment of Child ■ NSO Death Certificate of the child's parents or the Deed of Voluntary Commitment executed after the birth of the child ■ Endorsement of child to the Intercountry Adoption Board by the DSWD ■ Authenticated Birth or Founding Certificate ➢ Minor applicant whose parents are annulled / divorced: ■ Court order awarding guardianship of the minor applicant or substitute parental authority ■ DSWD Travel Clearance ■ NSO Marriage Certificate with annotation on nullity or annulment decree ➢ Minor applicant whose mother is likewise a minor: ■ Personal appearance of mother and maternal grandparent/s ■ NSO Birth Certificate of minor applicant and mother ■ Affidavit of Support and Consent executed by the maternal grandparent/s indicating the name of the traveling companion ■ DSWD Clearance if minor will be traveling with the person other than the maternal grandparent/s ■ Proof of identity of mother and maternal grandparent/s (Please refer to List of Acceptable IDs) ➢ For Muslim applicants (same general requirements stated above) For late registered Muslim applicants: ■ Certificate of Tribal Affiliation from the National Commission on Muslim Filipinos (NCMF) For converts who would like to use their Muslim name: ■ Annotated Birth Certificate (BC) in Security Paper (SECPA) issued by NSO bearing the Muslim name ■ NCMF / OMA Certificate of Conversion	
REQUIREMENTS FOR RENEWAL OF PASSPORT			
• Personal appearance • Confirmed Appointment • Duly accomplished application form – <i>may be downloaded from the DFA website, www.dfa.gov.ph</i> • Most recent expiring or expired passport • Valid picture IDs and supporting documents to prove identity. (Please refer to List of Acceptable IDs and List of Supporting Documents)		➢ Machine Readable Passport (MRP) issued in the year 2007: ■ Bring original passport and photocopy of first and last page of passport ■ Birth Certificate (BC) in Security Paper (SECPA) issued by the National Statistics Office (NSO) or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) to determine complete place of birth. Transcribed Birth Certificate from the LCR is required when entries in NSO Birth Certificate are blurred or unreadable ■ Old cancelled passport may also be presented in the absence of an NSO Birth Certificate ➢ Electronic Passport (E-passport) ■ Bring original e-passport and photocopy of first (data page) and last page of passport ➢ For minor applicants, requirements for first time minor applicants are still prescribed, in addition to the passport of minor. ➢ For Muslim Applicants (same general requirements stated above) For converts who would like to use their Muslim name: ■ Annotated Birth Certificate (BC) in Security Paper (SECPA) issued by NSO bearing the Muslim name ■ National Commission on Muslim Filipinos (NCMF) or Office on Muslim Affairs (OMA) Certificate of Conversion Aliens who acquired Filipino citizenship or applicants with <i>foreign-sounding family names</i> (e.g. LIM, CHO, SY, LEE, SAMADI, SINGH, etc.): • Bureau of Immigration Identification Certificate • Certificate of Naturalization • Election of Filipino Citizenship / Oath of Allegiance - IF NECESSARY, NSO Marriage Certificate of parents NSO Birth Certificate of applicant or applicant's brother / sister Applicants who availed of <i>Dual Citizenship or Election of Philippine Citizenship</i> under RA 9225: • Identification Certificate • Oath of Allegiance • Order of Approval • Report of Birth (for those born abroad) ➢ If applicant is a DOST Scholar (same general requirements stated above): • Secure a certification or clearance from DOST	
• Personal appearance • Confirmed Appointment • No need to submit a passport size photo • Duly accomplished application form – <i>may be downloaded from the DFA website, www.dfa.gov.ph</i> ➢ In case passport was lost and cannot be found: ■ Submit Notarized Affidavit of Loss (with detailed explanation on when, where and how passport got lost). ■ If the lost passport is still valid, submit Police Report. ■ Photocopy of first page of lost passport (if available) ➢ <i>There will be a 15-day clearing period prior to the processing of application for replacement of a lost valid passport.</i> ➢ In case passport was already declared lost by the applicant but eventually was found and returned to him/her: ■ Notarized Affidavit of Retrieval (with detailed explanation on when, where and how passport was found) ■ Original and photocopy of first and last page of passport ➢ In case of mutilated or damaged passports: ■ Notarized Affidavit of Mutilation (with detailed explanation on when, where and how passport got mutilated or damaged) ■ Original and photocopy of first and last page of mutilated or damaged passport ➢ In case applicant was issued a Travel Document: ■ Original Travel Document ■ Notarized Affidavit of Explanation Regarding Issuance of Travel Document (with detailed explanation on when, where and why applicant was issued a travel document) ■ Original and photocopy of first and last page of cancelled passport (if passport is still in the possession of the applicant)		LIST OF ACCEPTABLE IDS (At least 1 of the following): ■ Government-issued IDs such as 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 include old College ID, Alumni ID, or old Employment IDs LIST OF SUPPORTING DOCUMENTS (At least 3 of the following): ■ Voter's ID ■ NSO Marriage Contract ■ Land Title ■ Seaman's Book ■ Elementary or High School Form 137 or Transcript of Records with readable dry seal ■ Government Service Record ■ NBI Clearance ■ 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: 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, or Community Tax Certificate	
REMINDERS			
• Personal appearance is required for all applicants • Confirmed appointment is required for all applicants except senior citizens, infants & minors below 1 year old and OFWs. For OFWs, sufficient proof must be submitted such as valid employment contract or OEC. • Earrings & contact lenses are not allowed during data capturing. Smiling with visible teeth is also not allowed. • Check all data in the computer monitor & in the Enrollment Certificate before signing. • Only immediate family members are allowed to get the passport in behalf of the applicant. Immediate family members include father, mother, brother, sister, spouse and children of legal age.		• Passport shall be released to an immediate family member only with proper authorization letter. Passport of a minor applicant shall be released to parents only or to an authorized representative with Special Power of Attorney & Affidavit of Support and Consent. • Passports unclaimed after 6 months will be cancelled per Department Order No. 37-03. • Check all data in the received e-passport upon release. • Number of processing days may vary depending on the location of the Regional Consular Office where the application was filed. • The Department may require additional supporting documents as may be necessary, especially for applicants with dual citizenship and with foreign-sounding family names to prove citizenship.	
PASSPORT FEES: Regular Processing (15 working days): P950.00 Expedited Processing (7 working days): P1,200.00 For Replacement of a lost valid passport: Additional fee of P200.00 for a lost valid MRRP/MRP or P350.00 for a lost valid e-passport		Apply for your passport early, prepare requirements before appointment date, non-OFW and Metro Manila-based applicants should secure an appointment when applying for a passport, those in provinces can apply at the nearest Regional Consular Office or during Mobile Passport Service (MPS). OFWs can apply at the Passport Extension Office located at the POEA in Ortigas, do not deal with fixers, avail of the passport delivery service & take good care of your passport. For comments, complaints & assistance, please contact the Public Assistance Center or the Passport Director's Office.	

• REQUIREMENTS ARE BASED FROM R.A.8239 OR THE PHILIPPINE PASSPORT ACT OF 1996 AND ITS IMPLEMENTING RULES AND REGULATIONS.