

### Who can apply?

- Adult New & Renewal Applicants, Minor New & Renewal Applicants and Lost Expired Passport.

### What are the requirements for Adult New Applicants? (Those who do NOT have older Passports or Lost Expired Passports)

- Personal appearance
- Accomplished application form
- Original copy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate
- Married Females must also submit Original copy of PSA Authenticated Marriage Contract or Report of Marriage
- Original and photocopy of Valid IDs

### What are the requirements for Adult Renewal Applicants?

- ❖ For renewal of Machine Readable Passports (Maroon), Green Passports, and any older passports, they are TREATED AS NEW APPLICANTS (Please refer for the requirements in the previous question).
- ❖ Renewal of ePassports:
  - Personal Appearance
  - Current ePassport with photocopy of data page
  - Original Philippine Statistics Authority (PSA) Authenticated documents that will support the change of name (if applicable):
    - Marriage Contract
    - Annotated Birth Certificate
    - Annotated Marriage Contract to show annulment/divorce/court ordered instruction
    - Death Certificate of Spouse

### What are the requirements for Minor New Applicants?

- Accomplished Application Form
- Personal Appearance of minor applicant AND either parent or authorized adult companion
- Original copy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate
- ❖ In case applicant has No PSA Birth Certificate/Report of Birth yet,

- **If born in the Philippines:** Certified True Copy of Local Civil Registrar Birth Certificate authenticated by PSA
- **If born abroad:** original copy of Report of Birth or first endorsement from Consular Records Division
- Passport or Valid ID of either parent
- School ID (if applicable)
- ❖ **In case applicant is an illegitimate child in custody of the Mother, the additional requirements are:**
  - **If applicant is not accompanied by mother during the application process,** applicant must submit a Special Power of Attorney executed by the mother designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad. And Passport or Valid Government issued ID of authorized Adult Companion
  - **If applicant is not traveling with Mother,** applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate if executed abroad. And Passport or Valid Government issued ID of authorized Adult Companion
- ❖ **If the applicant is an illegitimate child and mother is deceased / absent and father is unknown, the additional requirements are:**
  - Valid Passport or valid government ID of adult guardian
  - DSWD Clearance
  - Affidavit of Guardianship

**What are the requirements for Minor Renewal Applicants?**

- Accomplished Application Form
- Personal Appearance of minor applicant **AND** either parent or authorized adult companion
- Original copy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate
- Passport or Valid ID of either parent
- Current Passport of the applicant
- School ID (if applicable)
- ❖ **In case applicant is an illegitimate child in custody of the Mother, the additional requirements are:**

- **If applicant is not accompanied by mother during the renewal application process**, applicant must submit a Special Power of Attorney executed by the mother designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad. And Passport or Valid Government issued ID of authorized Adult Companion
- **If applicant is not traveling with Mother**, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate if executed abroad. And Passport or Valid Government issued ID of authorized Adult Companion
- ❖ **If the applicant is an illegitimate child and mother is deceased / absent and father is unknown, the additional requirements are:**
  - Valid Passport or valid government ID of adult guardian
  - DSWD Clearance
  - Affidavit of Guardianship

**What are the additional requirements if the New Applicant, either Adult or Minor, is late registered?**

- **If Birth Certificate was registered at least ten (10) years ago**, application will be treated as a regular application, and no additional supporting documents will be required.
- **If Birth Certificate was registered less than ten (10) years ago**, applicant must submit IDs that pre-date the late registration.
- **If applicant has no ID's that pre-date the late registered Birth certificate**, applicant must produce current IDs and National Bureau of Investigation (NBI) Clearance.

**What are the additional requirements if the Applicant has NO Birth Certificate or Report of Birth?**

- **If applicant is born AFTER 1950**, applicant must first file for late registration with Local Civil Registrar or Consular Office with jurisdiction over the place where applicant was born. Applicant will then submit the original copy of the PSA authenticated late registered Birth Certificate with the requisite supporting documents and IDs that pre-date the late registration

- **If applicant is born ON OR BEFORE 1950**, applicant must submit original copies of PSA Authenticated Certificate of No Birth Record and Affidavit of Two Disinterested Persons attesting to the identity of the applicant.

**What are the additional requirements if the applicant has a Lost Expired Passport?**

- Affidavit of Loss

**What are the additional requirements if the Applicant's PSA Birth Certificate and/or PSA Marriage Contract is unreadable or blurred?**

- Original local copy of birth certificate and/or marriage contract.

**How much will the applicants pay in total?**

- **Passport Fee: ₱1,200**
- **Courier Fee (Required): ₱150**
- **Lost Expired: Additional ₱350 to the Passport fee**

**What are the acceptable lists of valid IDs? (At least 1)**

- Social Security System (SSS) / Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID) Card
- Land Transportation Office (LTO) Driver's License
- Professional Regulatory Commission (PRC) ID
- Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
- Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
- Philippine National Police (PNP) Firearms License
- Senior Citizen ID
- Persons with Disabilities (PWD) ID
- School ID (For students)
- Current Valid ePassport (For Renewal of ePassport)

**When will be the Passport released?**

- The passport will be released on **February 20, 2018** through courier to their **delivery address**.