

HOW TO GET A PASSPORT

1. COMPLETE YOUR DOCUMENTS AT HOME

- Get a [list of requirements](http://www.philippinessanfrancisco.org) from www.philippinessanfrancisco.org. Download and print the list.
- **Complete** the requirements (originals) in the checklist. Incomplete documents cannot be processed.
- Make **photocopies** of all originals.
- Print the [application form](#) from the website and fill it up.
- Bring your own [self-addressed stamped envelope](#) if you want your passport mailed to you.
- Note: If you are changing your name due to marriage, you need to file a Report of Marriage before applying for a passport. Check the website for instructions.

2. VISIT THE CONSULATE

- At the lobby, go to the Kiosk and [get an A-ticket](#) (one ticket per customer).
- Head to the **2nd floor**.
- Wait for your number to be called.
- Approach the **Information Desk**. Present your ticket and your documents (original and photocopies).
- Your documents will be checked. If **incomplete**, you will be asked to return with the missing documents.
- If complete, the Information Officer will accept your documents and issue you a **RECEIPT**. On top of your receipt is your **queue number for passport encoding**.
- Proceed to Encoding waiting area.

3. ENCODING

- Wait for your **name and queue number** to be called. These will also be flashed on the screen and proceed to the **Passport Encoder** at **stations 3 to 5**. Present your documents
- The Passport Encoder will type your information, then take your photo, fingerprints, and signature.
- Head to the **Cashier at Ground Floor** to pay for your passport (\$60).
- You will be given a **Passport Claim Stub**. The stub will indicate the estimated arrival of your passport.

4. RELEASE OF DOCUMENTS

- Your passport will be available **4-6 weeks** after the date of your visit. You can pick it up at **Aisle 2 (6th Floor)**, or wait for it at home if you opted for mailing services.
- Can't come to the Consulate? Please provide a [Self-Address Stamped Envelope](#)