

# Travel Document

A travel document is a certification or identifying document containing the description and other personal circumstances of the bearer, which is issued in lieu of a passport and **valid for one-way, direct travel to the Philippines. It may not be used for travelling to other destinations.** A travel document is **issued to a Filipino citizen** who needs to urgently travel home but is unable to fully comply with the requirements for the issuance of a regular passport, **at the time of emergency.** Such emergencies include **serious illnesses and bereavement of immediate family members.**

## **Proof of urgency/emergency needs to be submitted to qualify for a travel document.**

Examples of proofs of urgency include: medical certificates issued by physicians and death certificates of a loved one in cases of bereavement.

## **Requirements:**

For both walk-in applications and applications sent by mail, the following must be submitted:

1. Duly-accomplished **Travel Document Application Form.** Entries must be typewritten or printed legibly and duly notarized if application is sent by mail.
2. Duly-accomplished **Affidavit (For Travel Document),** duly notarized by a Notary Public.
3. **Proof of urgency to travel** such as **Death Certificate or Medical Certificate.**
4. **Copy of Airline Ticket/ Itinerary of Travel to the Philippines.** The date of travel should not be beyond one (1) month from the date of application.
5. Present the **Expired Philippine Passport** and submit one (1) **photocopy of the passport data page/s.**
6. **Proof of Philippine Citizenship,** please submit any of the following:
  - a. **Original and one (1) photocopy** of Resident Alien Card/ Permanent Resident Card or copy of visa (if tourist, leisure or business purpose), job contract or working permit.
  - b. Philippine government issued ID
7. **Four (4) identical color photographs (2" x 2")** with the following specifications:
  - a. Photo must show clear front view of face;
  - b. Photo must be taken in plain white background;
  - c. Taken within the last six (6) months; and
  - d. Photo must show applicant in proper attire without eyeglasses. Blurred or low quality photos are not accepted.
8. **Processing Fee of \$30.00** (non-refundable), payable in Cash, Money Order, Bank Draft, Certified Check, or Cashier's Check. **Personal checks and credit/debit cards are not accepted.**

## **Additional Requirements:**

1. For Lost passport/s, please submit the following:
  - a. **Affidavit of Loss/Explanation, duly notarized by a Notary Public.** Attach a photocopy of the lost passport and US Visa (if available).

- b. **Police Report** – if the lost passport is still valid.
2. **One (1) original and one (1) photocopy of the Philippine Statistics Authority (PSA) Authenticated Birth Certificate** (formerly National Statistics Office [NSO]) – If the passport was lost or the expired passport does not contain the complete details of the passport holder. Applicant may apply for the PSA Birth Certificate on-line at <https://www.psaserbilis.com.ph/>.
3. **For married females** – Philippine Statistics Authority (PSA) formerly National Statistics Office (NSO) Authenticated Marriage Certificate on Security Paper

### **If you wish to send your application by mail:**

1. One (1) **Cover letter** indicating your request to apply for a Travel Document with contact information (**ex. Mobile/telephone number, email address, and permanent address**) through which the Consulate can reach you.
2. **Submit all the requirements mentioned above.**
3. Provide a (1) **Self-Addressed Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or (2) **Self-Addressed Prepaid Mailing Envelope** from courier of choice labeled with the recipient's address.
  - a. Reminder: Please do not put the name of the Philippine Consulate as the sender should the Shipping Label is to Bill the Sender.
  - b. Please do not send white letter envelopes, as your return documents will not fit.
4. Processing Fee of **\$30.00** payable in money order, bank draft, certified check or cashier's check, made payable to "**Philippine Consulate General**". **Please do not enclose cash. Personal Checks are not accepted.**

Upon completion of the above-mentioned requirements, mail your application to this address:

Philippine Consulate General  
Attn: Passport Section  
447 Sutter Street, 6<sup>th</sup> Floor  
San Francisco, California 94108, USA

The Philippine Consulate General reserves the right to require additional proof of documents from an applicant, to determine his/her citizenship/identity, the authenticity of the documents submitted, and to ensure accurate and complete personal data entries, **pursuant to the Philippine Passport Law.**

### **Processing Time and Release Time:**

**Walk-in Applications may be filed anytime during office hours until 4:00PM** and no appointment is needed. If you come in person to the Consulate, please allot three to four (3-4) hours for processing, depending on (1) whether your documents are complete or not, and (2)

the number of clients for the day. The time of release shall be indicated on the claim stub upon payment of the service/s requested.

The applicant must personally claim his/her travel document. In cases where the applicant cannot personally claim his/her travel document, he/she can authorize a representative to claim it on his/her behalf. The authorized person must present to the Consular Officer/Staff an **Authorization Letter** signed by the principal and a **photocopy of valid ID of the authorized representative**.

**Note:** The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted, and may track their envelopes at the website of their chosen courier.

**For Inquiries/Follow-ups:** Please contact us at [passport1@philippinesanfrancisco.org](mailto:passport1@philippinesanfrancisco.org).