

PASSPORT

The Philippine Consulate General receives and processes applications for ePassports, which in turn is sent to the Department of Foreign Affairs in Manila for printing and issuance. Please allow **8 to 12 weeks** for the entire process up to the release of passport to applicant.

The Philippine Consulate General advises all Philippine passport holders to renew their passports at least 9 months before expiration. **Please note that travelers with passports that will expire in less than 6 months may encounter problems boarding aircrafts and/or entering a country.**

All Filipino citizens applying for passports, regardless of age, are **required to appear personally** at the Philippine Consulate General as their picture, together with their fingerprints and signature, will be taken on-site.

Applicants are advised to wear appropriate clothing (e.g. no tank tops, spaghetti straps, tube); eyeglasses, contact lenses, hair accessories, jewelry, facial piercings, and the like should be removed prior to the capturing of the applicant's photo.

All documents to be presented for a passport application should be ORIGINAL with one copy of each document to be attached to the application.

What would you like to do?

- [How to apply for a Philippine passport for the first time \(or you've never had a Philippine passport\)](#)
- [How to renew a recently expired or soon-to-expire passport](#)
- [How to replace a passport that was lost, stolen, or damaged](#)
- [Passport application for Minors \(below 18 years old\)](#)
- [Passport application for Dual Citizens](#) (for Filipinos who naturalized as American citizens; note that the Philippine passport becomes invalid on the date of naturalization)

Other information:

- [How much does it cost to apply for a Philippine passport?](#)
- [Can I have my passport mailed to my address instead of personally picking it up?](#)

Situations that will require additional documents:

- [I have no birth record in the Philippines; what do I do?](#)
- [How to replace a passport due to a change in name](#)

FIRST-TIME APPLICANTS

REQUIREMENTS CHECKLIST:

- ❑ Duly-accomplished passport application form, typed or printed legibly in black or blue ink
- ❑ If born in the Philippines, Birth Certificate (BC) in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA, formerly National Statistics Office) or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) and duly authenticated by PSA. A PSA BC looks like [this \(click link for sample\)](#). Transcribed Birth Certificate from the LCR is required when entries in PSA Birth Certificate are blurred or unreadable.
 - *If you don't have a PSA Birth Certificate or Marriage Certificate, you can easily order it online at www.ecensus.com.ph and they will deliver it to you via mail.*
- ❑ If born abroad, PSA authenticated Report of Birth (ROB). Those born in the United States within the jurisdiction of the Philippine Consulate General in San Francisco may present the original ROB.
- ❑ If married and using the surname of husband, present the Marriage Certificate (MC) in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA) or Certified True Copy (CTC) of MC issued by the Local Civil Registrar (LCR) and duly authenticated by PSA. Transcribed Marriage Certificate from the LCR is required when entries in PSA Marriage Certificate are blurred or unreadable. If married abroad, bring a Report of Marriage (ROM) authenticated by PSA. Those married in the United States within the jurisdiction of the Philippine Consulate General in San Francisco may present the original ROM.
- ❑ Photocopy of any valid identification card where the full name and date of birth are clearly indicated, such as state ID, driver's license, school ID.
- ❑ Proof that applicant has not applied for foreign citizenship, e.g. resident alien card (green card)
- ❑ Additional documentation may be required based on the documents presented and special circumstances of the applicant (e.g. minor unaccompanied by parents). Please see additional information below.

PASSPORT RENEWAL

REQUIREMENTS CHECKLIST:

- ❑ Duly-accomplished passport application form, typed or printed legibly in black or blue ink
- ❑ Latest passport and one (1) photocopy of each of the data page/s of the passport
- ❑ **For non-ePassports**, i.e. Machine Readable Passport (MRP – maroon color), Machine Readable Ready Passport (MRRP – green color), other old passports (brown) – submit original:
 - **Birth Certificate (BC) in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA) if born in the Philippines ([click here for sample](#)); or Report of Birth (ROB) authenticated by PSA if born abroad; and**
 - **if married and using the surname of husband, Marriage Certificate (MC) in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA) if married in the Philippines; or Report of Marriage (ROM) authenticated by PSA if married abroad.**
 - **If you don't have a PSA Birth Certificate or Marriage Certificate, you can easily order it online at www.ecensus.com.ph and they will deliver it to you via mail.**
- ❑ Photocopy of any valid identification card where the full name and date of birth are clearly indicated, such as state ID, driver's license, school ID
- ❑ Proof that applicant has not applied for foreign citizenship, e.g. resident alien card (green card)
- ❑ For Dual Citizens (per R.A. 9225), original Identification Certificate, Oath of Allegiance and Order of Approval.
- ❑ Additional documentation may be required based on the documents presented and special circumstances of the applicant (e.g. minor unaccompanied by parents). Please see additional information below

REPLACEMENT OF LOST PASSPORT

REQUIREMENTS CHECKLIST:

- ❑ Duly-accomplished passport application form, typed or printed legibly in black or blue ink
- ❑ Duly-accomplished [Affidavit of Loss \(click link for sample\)](#) providing details of the passport and circumstances leading to its loss. The affidavit should be notarized by a Notary Public.
- ❑ If born in the Philippines, [Birth Certificate \(BC\) in Security Paper \(SECPA\)](#) issued by the Philippine Statistics Authority (PSA, formerly National Statistics Office) or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) and duly authenticated by PSA. Transcribed Birth Certificate from the LCR is required when entries in PSA Birth Certificate are blurred or unreadable. Applicant may apply for PSA Birth Certificate on-line at the PSA website: www.ecensus.com.ph.
- ❑ If born abroad, PSA authenticated Report of Birth (ROB). Those born in the United States within the jurisdiction of the Philippine Consulate General in San Francisco may present the original ROB.
- ❑ If married and using the surname of husband, Marriage Certificate (MC) in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA) or Certified True Copy (CTC) of MC issued by the Local Civil Registrar (LCR) and duly authenticated by PSA. Transcribed Marriage Certificate from the LCR is required when entries in PSA Marriage Certificate are blurred or unreadable. If married abroad, Report of Marriage (ROM) authenticated by PSA. Those married in the United States within the jurisdiction of the Philippine Consulate General in San Francisco may present the original ROM.
- ❑ Photocopy of passport that was lost, if available
- ❑ Police report, if lost passport is still valid and in case passport was lost as a result of theft, robbery or similar circumstances
- ❑ Photocopy of any valid identification card where the full name and date of birth are clearly indicated, such as state ID, driver's license, school ID
- ❑ Proof that applicant has not applied for foreign citizenship, e.g. resident alien card (green card)
- ❑ For Dual Citizens (per R.A. 9225), original Identification Certificate, Oath of Allegiance and Order of Approval.
- ❑ Additional documentation may be required based on the documents presented and special circumstances of the applicant (e.g. minor unaccompanied by parents, using surname of husband). Please see additional information below

A 15-day waiting period, on top of the 8- to 12-week processing period, will be imposed if the lost passport is still valid (unexpired) and if the passport was not issued by the Philippine Consulate General where applicant is applying for replacement.

PASSPORTS FOR MINORS (BELOW 18 YEARS OLD)

Minors applying for a passport should be accompanied by a parent or legal guardian.
Additional requirements:

- Minor's [Birth Certificate \(BC\) in Security Paper \(SECPA\)](#) issued by the Philippine Statistics Authority (PSA) authenticated Birth Certificate or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) and duly authenticated by PSA. Transcribed Birth Certificate from the LCR is required when entries in PSA Birth Certificate are blurred or unreadable. Report of Birth (ROB) authenticated by PSA if born abroad. Those born within the jurisdiction of the Philippine Consulate General in San Francisco may present the original Report of Birth (ROB). Applicant may apply for PSA Birth Certificate/Report of Birth on-line at the PSA website: www.ecensus.com.ph.
- Original Affidavit of Consent with Special Power of Attorney, executed by the parent/s and notarized by a Notary Public if the minor is not accompanied by the parent, or accompanied by the father but parents are not married. Copy of the parent/s passport and/or valid identification (with photo and signature).
- Court Order awarding guardianship or parental authority, if parents are divorced/annulled
- Documents showing legal guardianship, if accompanied by a legal guardian.
- Additional documentation may be required based on the documents presented and special circumstances of the applicant.

PASSPORTS FOR DUAL CITIZENS

Filipinos who have re-acquired their Philippine citizenship through R.A. 9225, otherwise known as the Citizenship Retention and Re-acquisition Act of 2003, are considered as first-time passport applicants. Following are the requirements:

REQUIREMENTS:

- ❑ Duly-accomplished passport application form, typed or printed legibly in black or blue ink
- ❑ If born in the Philippines, [Birth Certificate \(BC\) in Security Paper \(SECPA\)](#) issued by the Philippine Statistics Authority (PSA, formerly National Statistics Office) or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) and duly authenticated by PSA. Transcribed Birth Certificate from the LCR is required when entries in PSA Birth Certificate are blurred or unreadable. Applicant may apply for PSA Birth Certificate on-line at the PSA website: www.ecensus.com.ph.
- ❑ If married and using the surname of husband, Marriage Certificate (MC) in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA) or Certified True Copy (CTC) of MC issued by the Local Civil Registrar (LCR) and duly authenticated by PSA. Transcribed Marriage Certificate from the LCR is required when entries in PSA Marriage Certificate are blurred or unreadable. If married abroad, Report of Marriage (ROM) authenticated by PSA. Those married in the United States within the jurisdiction of the Philippine Consulate General in San Francisco may present the original ROM.
- ❑ Photocopy of most recent Philippine passport and any valid identification card where the full name and date of birth are clearly indicated, such as state ID, driver's license, US passport)
- ❑ Original Identification Certificate, Oath of Allegiance and Order of Approval.
- ❑ Additional documentation may be required based on the documents presented and special circumstances of the applicant (e.g. no birth record).

Those who are renewing a passport issued after having re-acquired their Philippine citizenship are to follow the requirements for passport renewal.

PASSPORT FEES

PASSPORT	US\$ 60.00
LOST PASSPORT	US\$ 90.00
LOST E-PASSPORT	US\$150.00
FAX FEE (FOR LOST PPT)	US\$ 10.00

All fees are non-refundable and payable in cash or money order made payable to the "Philippine Consulate General". Personal checks and credit cards are not accepted.

MAILING OF PASSPORT

An applicant may choose to have his/her passport mailed, as follows:

- Provide a self-addressed return envelope, with appropriate stamps for express or priority mail with tracking numbers via US Postal Service, or with pre-paid mailing envelope from private courier of choice; or
- Pay mailing fee of **US\$24.00** which will be used to mail the passports to the applicant's home address using a US Postal Service Express Mail envelope (with tracking number).

Note: The Philippine Embassy/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.

CIRCUMSTANCES THAT REQUIRE ADDITIONAL DOCUMENTS

IN CASE OF NO BIRTH RECORD

- In order to get a PSA birth certificate, please apply for a **delayed registration of birth** at the local civil registry office at the place of birth of the applicant.

NEW PASSPORT DUE TO CHANGE IN NAME

Under Philippine laws, a person's legal name may be amended through the following:

1. Change of name due to marriage
2. Change of surname of a legitimated child by virtue of a subsequent marriage of parents
3. Change of name due to adoption
4. Change of name due to death of spouse or annulment of marriage
5. Change of name due to divorce (valid only for those Filipinos who did not act as Plaintiff in the divorce proceedings, i.e. the Filipino spouse did not initiate the divorce proceedings; not valid for couples who were both Filipinos at the time of the marriage)
6. Change of name as duly ordered by Philippine courts or the Civil Registrar General

1. REQUIREMENTS for change of name due to marriage:

- Original and one (1) copy of Philippine Statistics Authority (PSA, formerly National Statistics Office) marriage certificate, if marriage was solemnized in the Philippines; or Report of Marriage (ROM), if marriage was solemnized abroad. Those married in the United States within the jurisdiction of the Philippine Consulate General in San Francisco may present the original ROM. Applicant may apply for PSA Marriage Certificate/ROM on-line at www.e-census.com.ph.

2. REQUIREMENT for change of name due to legitimation upon subsequent marriage of parents, or as ordered by Philippine courts or by the Civil Registrar General:

- Original and one (1) copy of Philippine Statistics Authority (PSA) authenticated Birth Certificate with annotation reflecting the change of name due to legitimation. Applicant may apply for PSA Birth Certificate on-line at www.e-census.com.ph.

3. REQUIREMENT for change of name due to adoption

- Original and one (1) copy of Philippine Statistics Authority (PSA) Birth Certificate before the adoption
- Original and one (1) copy of PSA authenticated birth certificate after adoption. Applicant may apply for PSA Birth Certificate on-line at www.e-census.com.ph.
- Original and one (1) copy of certified true copy of the Court Decision or Order on Adoption and Certificate of Finality

4. REQUIREMENTS for change of name due to death of husband or annulled marriages:

- Original and one (1) copy of PSA authenticated death certificate of husband, or authenticated court order of presumptive death, for widowed applicants
- Original and one (1) copy of PSA Marriage Contract, with annotation reflecting the annulment of marriage, for annulled marriages. Applicant may apply for PSA Marriage Certificate on-line at www.e-census.com.ph.

5. REQUIREMENTS for change of name due to divorce:

- Original and one (1) copy of Divorce Decree
- Original and one (1) copy of Philippine Court recognition of foreign divorce decree
- Original and one (1) copy of PSA marriage certificate with annotation of the divorce decree

6. Changes in name allowed under Republic Act 9048:

Republic Act (RA) 9048 authorizes the city or municipal civil registrar or the consul general to make the following changes in name, without the need of a judicial order:

- correction of clerical or typographical errors in any entry in civil registry documents, except corrections involving the change in sex, age, nationality and civil status of a person
- change of a person's first name in his/her civil registry document under certain grounds specified under the law through administrative process

REQUIREMENT:

- Original and one (1) copy of Birth Certificate with annotation reflecting change of entry. Applicant may apply for PSA Birth Certificate on-line at www.e-census.com.ph.