REQUIREMENTS FOR ISSUANCE OF PHILIPPINE PASSPORT

BASIC REQUIREMENTS

1. Duly accomplished passport application form signed by applicant, or in case of minor below 8 years old, by the parent or legal guardian.
2. Two (2) identical colored photographs, size 3.5 cm. by 4.5 cm. with Royal Blue background, taken within six (6) months before the date of application, showing clear front view of applicant's face, without eyeglasses, without unnatural piercing and in proper attire
3. Other requirements, as applicable. (Please read below.)
4. For married woman and adopted person. (Please see ***other requirements for special circumstances***, next column).
5. Processing Fee (Please see next column).
6. USPS Express Mails Postage Stamps.

NOTE: Processing of Passport is six (6) weeks.

OTHER REQUIREMENTS

FOR NEW PASSPORT FOR FIRST-TIME APPLICANT
(Applicants born in the U.S. after the adoption of the 1973 Constitution and whose father or mother is a Filipino)

a. Personal appearance of applicant, except if applicant is minor 8 years old or below, or senior citizen 65 years and above
b. Report of Birth, *if born in the United States of America;* or birth certificate authenticated by NSO or old Philippine passport, *if born in the Philippines* (See Report of Birth requirements)

FOR PASSPORT RENEWAL

a. Personal appearance, except if applicant is minor 8 years old or below, or senior citizen 65 years and above.
b. Most recent Philippine passport
c. One (1) copy of the passport data page
d. One (1) original and one (1) copy of proof of middle name, such as birth certificate, baptismal certificate, etc., *if old passport was issued before 1 May 1995 and does not spell out the complete middle name.*

FOR NEW PASSPORT FOR DUAL CITIZEN

a. Personal appearance, except if applicant is minor 8 years old or below, or senior citizen 65 years and above.
b. Old Philippine passport and copy of data page(s), or original and one (1) copy of birth certificate authenticated by NSO
c. Original and one (1) copy of duly signed Oath of Allegiance
d. For minor children, Report of Birth and original and copy of Order of Approval of Filipino parent indicating child's name as derivative

FOR REPLACEMENT OF LOST PASSPORT

a. Personal appearance and interview of applicant
b. Copy of data page of passport, if available
c. Duly notarized Affidavit of Loss with details of circumstances surrounding loss of passport
d. Police report, in case passport was lost as a result of robbery, theft or similar circumstances.
e. Original and one (1) copy of birth certificate authenticated by NSO. *(Pursuant to R.A. 8239 & D.O. 11-97, in the absence of a birth certificate, the Consular Officer may require original or certified true copy and a copy of other documents such as baptismal certificate, seaman's book, etc.)*
f. Original and one (1) copy of valid photo identification card (state-issued ID, driver license, etc.)

NOTE: Waiting period for clearance is fifteen (15) working days.

OTHER REQUIREMENTS FOR SPECIAL CIRCUMSTANCES

- ***For married woman who wishes to use husband's family name for the first time*** –
  If married in the US – Report of Marriage (See list of requirements for Report of Marriage)
  If married in the Philippines – Original or certified true copy and one (1) copy marriage contract duly authenticated by NSO
- ***For woman divorced by foreigner husband and who wishes to revert to her maiden name*** –
  Original or certified true copy and one (1) copy of Court Decree of Divorce
- ***For woman divorced by foreigner husband who remarried and who wishes to use current husband's name*** –
  (a) Original or certified true copy and one copy of Court Decree of Divorce
  (b) Report of Marriage of current marriage *(Please see separate list of requirements for Report of Marriage.)*
- ***For adopted person*** –
  (a) Original or certified true copy and one (1) copy of Decree of Adoption duly authenticated by NSO
  (b) Original or certified true copy and one (1) copy of birth certificate with the proper annotation relating to the Decree of Adoption
  (c) In the case of adoption outside the Philippines, the Foreign Decree of Adoption must be recognized in a Philippine court and the Decree of Adoption must be properly annotated on the applicant's birth certificate.

PASSPORT PROCESSING FEES

For New Passport/Renewal of Old Passport
- US$50.00

For Replacement of Lost Passport
- US$90.00

Plus US$10 for communication fee *(separate payment)*

NOTE: Processing fees are non-refundable and payable to the Philippine Consulate General by money order, cashier's check or bank draft. Cash is accepted only if personally applying. Personal checks, personal money orders and credit cards are not accepted.

APPLICATION BY MAIL

Applicants need to apply personally for the passport, except if applicant is minor 8 years old or below, or senior citizen 65 years and above.

ATTENTION: ONLY APPLICATIONS THAT ARE TYPED OR PRINTED LEGIBLY AND COMPLETELY ACCOMPLISHED WITH SIGNATURE AND THUMBMARKS WILL BE PROCESSED.