

NEW & RENEWAL OF PHILIPPINE PASSPORT



NEW APPLICANT REQUIREMENT:

1. Original NSO Birth Certificate
2. Original NSO Marriage Certificate
3. Xerox of 2 Valid ID's (SSS ID, Drivers License, Postal ID, Company ID, Voters ID)
4. Duly accomplished **application form** - may be downloaded from the DFA website <https://www.passport.gov.ph/>
5. Personal Appearance (Advise on what preferred date except weekend)

FOR RENEWAL REQUIREMENTS:

1. Duly accomplished application form.
2. Original Passport
3. Xerox copy at-least 1 valid ID (Government)
4. Embassy Appearance (Please advise preferred date of appearance except weekend)
5. Other Supporting Document as necessary .

MINOR APPLICANT (NEW/RENEWAL):

1. NSO Birth Certificate
2. Baptismal Certificate (optional)
3. Original Passport (Old) – for renewal
4. Original Passport of Mother and Father
5. Marriage Contact of Parents
6. School ID (Photocopy / Original & Valid upon appearance)
7. Application Form (Completely filled up)
8. Embassy Appearance (Please advise preferred date of appearance except weekend)

PROCESSING FEE:

PHP 2,000.00

RELEASE / PROCESSING TIME AFTER APPEARANCE FOR REGULAR: Approx. 12 - 15 working days.

RELEASE / PROCESSING TIME AFTER APPEARANCE FOR EXPRESS: Approx. 06 - 07 working days.

LIST OF ACCEPTABLE IDS (AT LEAST 1 OF THE FOLLOWING):

Government-issued picture IDs such as the following:

- Digitized
- SSS ID
- Driver's License
- GSIS E-card
- PRC ID
- IBP ID
- OWWA ID
- Digitized BIR ID
- Senior Citizen's ID
- Unified Multi-Purpose ID
- Voter's ID

Other acceptable picture IDs such as the following:

- Old College ID
- Alumni ID
- Old Employment IDs
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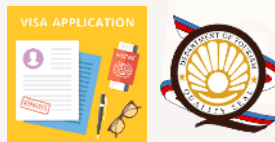
LIST OF SUPPORTING DOCUMENTS (Old documents issued at least one year prior to date of application that show correct name, date and place of birth, picture and signature of applicant, **at least 2 of the following**):

- PSA Marriage Contract
- Land Title/Seaman's Book
- Elementary or High School Form 137 or Transcript of Records with readable dry seal
- Government Service Record
- NBI Clearance
- Police Clearance
- Barangay Clearance
- Digitized Postal ID
- Readable SSS-E1 Form or Microfilmed Copy of SSS-E1 Form
- Voter's Certification, List of Voters and Voter's Registration Record (please attach receipt)
- School Yearbook

IMPORTANT REMINDERS:

- Please submit complete documents to avoid delays in processing.
- Please do not leave any blank in the application form. Kindly put **"N.A."** if it's not applicable.
- Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.



ISSUED: MAY 2019