



REQUIREMENTS FOR ISSUANCE OF ePASSPORT

I. BASIC REQUIREMENTS FOR FIRST-TIME APPLICANT (FOR APPLICANT BORN OUTSIDE OF THE PHILIPPINES):

1. Personal appearance is required in all cases (including applicants who are 65 years old and above and minors who are below 18 years old). Application by mail is no longer allowed;
2. Do not bring passport pictures. Passport pictures are to be taken by the Consulate (Pls. see Req. # VI);
3. The applicant must wear decent attire (no sleeveless and/or collarless attire) and without eyeglasses/contact lenses. No facial piercings allowed;
4. Report of Birth (*See Report of Birth Requirements*); original and one (1) photocopy;
5. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian;
6. For applicants who are military servicemen/military personnel and who came to the U.S. using only military ID and without a Philippine passport, a Certification (with duplicate) issued by his/her Commanding Officer to the effect that he/she is still a Filipino citizen who is on active duty with the U.S. military service must be submitted. In addition, applicants falling under this category must submit:
 - a. original or authenticated copy of birth certificate issued by the National Statistics Office; and
 - b. other supporting documents which will establish the applicant's identity as a Filipino citizen, i.e. marriage certificate, school records, professional ID, etc.
7. For minor children below 18 years old applying for new passport and unaccompanied by both parents, notarized Affidavit of Consent to Travel issued by either one of the parents;
8. ePassport Processing Fee - \$60.00

II. BASIC REQUIREMENTS FOR PASSPORT RENEWAL

1. Personal appearance is required in all cases (including applicants who are 65 years old and above and minors who are below 18 years old). Application by mail is no longer allowed;
2. Do not bring passport pictures. Passport pictures are to be taken by the Consulate (Pls. see Req. # VI);
3. The applicant must wear decent attire (no sleeveless and/or collarless attire) and without eyeglasses/contact lenses. No facial piercings allowed;
4. Old passport (most recent) and one (1) photocopy of data page/s of old passport (Old passport is returned);
5. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian;
6. For minor children below 18 years old applying for passport renewal and unaccompanied by both parents, notarized Affidavit of Consent to Travel issued by either one of the parents;
7. In the case of applicants who are holding brown-colored passports, documentary proof of middle name (e.g. birth certificate, marriage certificate, social security card, etc.) must be submitted. The applicant should spell-out his or her middle name (not middle initial) as this will be reflected in the new passport. Holders of green-colored passports are not required to submit documentary proofs of middle name unless the consular officer requires the submission of such documents.
8. ePassport Processing Fee - \$60.00

N.B. Original supporting documents are to be returned.

III. BASIC PASSPORT REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORT

1. Personal appearance and interview;
2. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian;

3. For minor children below 18 years old applying for replacement of lost passport and unaccompanied by both parents, notarized Affidavit of Consent to Travel issued by either one of the parents;
4. Duly notarized Affidavit of Loss giving details of circumstances surrounding the loss of the passport;
5. Police Report, in case passport was lost as a result of robbery, theft or similar circumstances;
6. One (1) original and one (1) photocopy of Birth Certificate issued by the National Statistics Office (NSO) in security paper (with seal or NSO logo appearing on the upper left corner), barcode and signature. You may secure one by: (a) requesting a family member in Manila to secure one for you; or, (b) apply on-line through the NSO website: www.ecensus.com.ph;
7. One (1) original or certified true copy and one (1) photocopy of each of other documents that may be required by the Consular Officer pursuant to R.A. 8239 & D.O. 11-97 such as Baptismal Certificate, Seaman's Book, etc.;
8. Lost Passport Processing Fees

For Lost Brown/Green/Machine-Readable Passport	
Fee	US\$ 90.00
Verification Fee	US\$ 10.00
<u>Total Fees</u>	<u>US\$ 100.00</u>

For Lost ePassport	
Fee	US\$ 150.00
Verification Fee	US\$ 10.00
<u>Total Fees</u>	<u>US\$ 160.00</u>

9. Waiting period is fifteen (15) working days for clearance, on top of the six (6) to eight (8) weeks processing period.

IV. ADDITIONAL REQUIREMENTS FOR SPECIAL CIRCUMSTANCES

1. **FOR MARRIED WOMAN WHO IS USING HUSBAND'S FAMILY NAME FOR THE FIRST TIME:**
 - In case of woman married in the U.S.: one (1) original and one (1) photocopy of the Report of Marriage (ROM) issued by the Philippine Consulate where the marriage took place.
 - In case of woman married in the Philippines: one (1) original or certified true copy and one (1) photocopy of Marriage Contract duly authenticated by the Philippine National Statistics Office (NSO).
2. **FOR WOMAN DIVORCED BY NON-FILIPINO HUSBAND WHO IS REVERTING TO HER MAIDEN NAME:**
 - One (1) original or certified true copies and one (1) photocopy of Judicial Decree of Divorce
3. **OTHER REQUIREMENTS**
The Consular Officer reserves the right to require additional proof or documents, pursuant to the Philippine Passport Law (R.A. 8239) and the Foreign Service Act (R.A. 7157)

N.B. Original supporting documents are to be returned.

V. ADDITIONAL REQUIREMENTS TO HAVE PASSPORT RETURNED BY MAIL OR COURIER (Only for approved applications)

Enclose either one of the following:

- \$6.00 in cash, postal money order or cashier's check
- Pre-paid U.S. Postal Service Express Mail Envelope or Courier of choice such as FEDEX, DHL or UPS

N.B. Please take note of the mailing or courier tracking number since the Philippine Consulate General cannot assume responsibility for documents which have been mailed through the U.S. Postal Service or Courier Service.

VI. REQUIREMENTS FOR PICTURES

Pictures are no longer required. Biometrics of applicant (including photo, thumbprints and signature) will be captured thereat.

VII. RELEASING TIME

1. REGULAR PASSPORT (NEW AND RENEWAL) APPLICATION

Passport is released from six (6) to eight (8) weeks after receipt by the Consulate of the duly accomplished application form and all requirements.

2. REPLACEMENT OF LOST PASSPORT

Passport is released after a total of eleven (11) weeks [15-working day waiting period + six (6) to eight (8) weeks processing of the ePassport] from the time of receipt by the Consulate of the duly accomplished application form and all requirements

WARNING: APPLICATION SHALL BE COMPLETELY ACCOMPLISHED, ANSWERS TYPED OR PRINTED LEGIBLY WITH BLACK OR BLUE INK AND ALL REQUIREMENTS SUBMITTED, OTHERWISE, APPLICATION SHALL BE RETURNED UNPROCESSED.
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