

DEPARTMENT OF FOREIGN AFFAIRS
Office of Consular Affairs
DFA Aseana

PASSPORT DIVISION

CITIZEN'S CHARTER

External Services

1. Authentication Services
2. Civil Registration Services
3. **Passport Services**
 - a. **Regular Passport Services**
 - b. Courtesy Lane
 - c. Diplomatic and Official Passport Services
4. Visa Services

I. Issuance of a Regular Passport for First Time Applicants

CORE REQUIREMENTS FOR ADULTS	
List of Requirements	Where to Secure
Printed Application Form with E-Receipt	passport.gov.ph
<p>Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate (BC) or Report of Birth (ROB) on Security Paper</p> <ul style="list-style-type: none"> ● Local Civil Registrar Copy is required if PSA Birth Certificate is not clear or cannot be read 	<p>Philippine Statistics Authority (PSA) Local Civil Registry (LCR) Philippine Embassy or Philippine Consulate General</p>
<p>Acceptable Valid Government ID (1 original, 1 photocopy)</p> <ul style="list-style-type: none"> ● Social Security System (SSS) Card ● Government Service Insurance System (GSIS) Card ● Unified Multi-Purpose Identification (UMID) Card ● Land Transportation Office (LTO) Driver's License. Student Permit may be accepted if in card format. ● Professional Regulatory Commission (PRC) ID ● Philippine Identification (PhilID)/ePhilID ● Overseas Workers Welfare Administration (OWWA) E-Card ● Commission on Elections (COMELEC) Voter's ID <u>or</u> Voter's Certificate issued from COMELEC main office in Intramuros, Manila. ● Philippine National Police (PNP) Permit to Carry Firearms Outside Residence ● Senior Citizen ID 	<ul style="list-style-type: none"> ● Social Security System (SSS) ● Government Service Insurance System (GSIS) ● Land Transportation Office (LTO) ● Professional Regulatory Commission (PRC) ● Philippine Identification System (PhilSys) ● Overseas Workers Welfare Administration (OWWA) ● Commission on Elections (COMELEC) ● Philippine National Police (PNP) ● Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office ● Civil Aviation Authority of the Philippines (CAAP)

<ul style="list-style-type: none"> ● Airman License (issued August 2016 onwards) ● Philippine Postal ID (issued November 2016 onwards) ● Seafarer's Record Book (SRB) or Seafarers Identity Document (SID) (*must be issued Feb 2020 onwards) issued by the Maritime Industry Authority (MARINA) ● Valid or Latest Passport (For Renewal of Passport) ● School ID (if applicable) or Certificate of Enrolment with photo of minor and dry seal of school (if School ID is not applicable) - this only applies to student applicants <p>Note:</p> <ul style="list-style-type: none"> ● For applicants based overseas, they may use their host government issued IDs showing their Philippine citizenship. (Example: Residence Card) ● All IDs presented should be readable, untampered and contain consistent information with the documents presented upon application. ● Original and photocopy of IDs and supporting documents are required to be presented upon application. ● Important Reminder: The Department may require additional supporting documents as may be necessary. 	<ul style="list-style-type: none"> ● PhilPost ● Philippine Statistics Authority (PSA) ● Maritime Industry Authority (MARINA) <ul style="list-style-type: none"> ● Department of Foreign Affairs (DFA) ● School/s <p>Note:</p> <ul style="list-style-type: none"> ● For applicants based overseas, they may use their host government issued IDs showing their Philippine citizenship. (Example: Residence Card) ● All IDs presented should be readable, untampered and contain consistent information with the documents presented upon application. ● Original and photocopy of IDs and supporting documents are required to be presented upon application. ● Important Reminder: The Department may require additional supporting documents as may be necessary. <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
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ADDITIONAL REQUIREMENTS
**Additional requirements stated below may be required from certain applicants depending on their case.*

<p>For married women using spouse's name:</p> <ul style="list-style-type: none"> ● Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Marriage Certificate (MC) or Report on Marriage (ROM) on Security Paper - For Married Females (who are using their spouse's last name) <ul style="list-style-type: none"> ○ Local Civil Registrar Copy is required if PSA Marriage Certificate is not clear or cannot be read. <p>NOTE: If a woman opts to retain maiden name, a Marriage Certificate is not required.</p>	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Philippine Consulate General</p>
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<p>If an applicant's marriage has been dissolved, with finality, or the spouse is already deceased, and wishes to revert to her maiden surname</p> <ul style="list-style-type: none"> ● Applicant must submit original and photocopy of PSA Birth Certificate or Report of Birth and acceptable valid IDs. ● Applicant must submit original and photocopy of the annotated PSA Marriage Certificate (MC) or Report of Marriage (ROM) stating that the 	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Philippine Consulate General</p>
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<p>marriage has been dissolved; OR</p> <ul style="list-style-type: none"> ● Alternatively, if annotated PSA MC or ROM is not yet available, applicants must submit a Certified True Copy (CTC) of the Court Order dissolving the marriage and a Certificate of Finality from the court. ● PSA Death Certificate of the deceased husband. 	
<p>For dual citizens (RA9225): Dual Citizenship documents:</p> <ul style="list-style-type: none"> ● Government Issued IDs (Refer to the list of valid Philippine Government Issued IDs or their secondary citizenship/residence counterparts) <ul style="list-style-type: none"> a. If the applicant possesses dual citizenship from birth (i.e. one parent is a Filipino while the other parent is a citizen from which the applicant's other citizenship is derived; or, have both Filipino parents but was born in a country which applies jus soli citizenship; etc.) <ul style="list-style-type: none"> - Original and photocopy of PSA-authenticated Birth Certificate/Report of Birth b. If the Filipino citizenship was reacquired or retained as specified in RA 9225: <ul style="list-style-type: none"> - Original and photocopy of identification certificate issued by a Philippine Foreign Service Post (FSP) or by the Bureau of Immigration (BI) 	<p>Bureau of Immigration (BI) Philippine Embassy or Philippine Consulate General</p>
<p>For naturalized Filipino citizens:</p> <p>Original and photocopy of Identification Certificate of Naturalization from BI</p>	<p>Bureau of Immigration (BI)</p>
<p>For applicants who obtained Filipino citizenship by Election:</p> <ul style="list-style-type: none"> ● Original and photocopy of Affidavit of Election of Philippine Citizenship ● Original and photocopy of Identification Certificate of Election from BI 	<p>Notary Public Bureau of Immigration (BI)</p>

<p>For applicants with Filipino Citizenship granted by Act of Legislation:</p> <ul style="list-style-type: none"> • Certified true copy of the law granting citizenship • Foreign Birth Certificate authenticated by Philippine Foreign Service Post (Philippine Embassy or Philippine Consulate General) 	<p>Congress Philippine Embassy or Philippine Consulate General</p>
<p>In case applicant used a Travel Document to travel back to the Philippines:</p> <ul style="list-style-type: none"> • Original Travel Document • Affidavit of Explanation on the issuance of Travel Document 	<p>Philippine Embassy or Philippine Consulate General Notary Public</p>
<p>In case applicant lost the Travel Document used to travel back to the Philippines:</p> <ul style="list-style-type: none"> • Original Travel Records from Bureau of Immigration • Affidavit of Explanation on the issuance of Travel Document (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application) 	<p>Bureau of Immigration (BI) Notary Public</p>
<p>If PSA Birth Certificate / Report of Birth has lacking data:</p> <ul style="list-style-type: none"> • Applicant must present original and submit photocopy of proof of filing of supplemental report from the Local Civil Registrar (LCR) 	<p>Local Civil Registry (LCR) Philippine Statistics Authority (PSA)</p>
<p>If PSA Birth Certificate / Report of Birth is discrepant:</p> <ul style="list-style-type: none"> • If the discrepant data is in the BC, the applicant must submit an annotated birth certificate authenticated by PSA reflecting the corrected entry. If the discrepant data is in the other documents, the BC will be followed. • Discrepancy in first name - Applicant must submit the original and photocopy of the petition and supporting documents for correction of first name filed with Local Civil Registrar (LCR) or Philippine Embassy/Consulate • Discrepancy in other data - Applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry 	<p>Local Civil Registry (LCR) Philippine Statistics Authority (PSA) Philippine Embassy or Philippine Consulate General</p>
<p>If birth certificate or Report of Birth (ROB) is late registered:</p> <ul style="list-style-type: none"> • If Birth Certificate was registered at least ten (10) years ago, application will be treated as a 	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General National Bureau of Investigation (NBI)</p>

<p>regular application, and no additional supporting documents will be required</p> <ul style="list-style-type: none"> ● If Birth Certificate was registered less than ten (10) years ago, applicant must submit IDs that pre-date the late registration or current IDs with NBI Clearance <p>*For list of acceptable IDs please refer to the list on page.</p>	<p>For valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If applicant has NO Birth Certificate/Report of Birth</p> <ul style="list-style-type: none"> ● If applicant is born AFTER 1950 - applicant must first file for late registration with Local Civil Registrar (LCR) or Consular Office with jurisdiction over the place where applicant was born. Applicant will then submit the original copy of the PSA authenticated late registered Birth Certificate and IDs that pre-date the late registration or current IDs with NBI Clearance. ● If applicant is born ON OR BEFORE 1950 - applicant must submit original and photocopy of PSA Authenticated Certificate of No Birth Record and Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) 	<p>Philippine Statistics Authority (PSA) Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Overseas Workers Welfare Administration (OWWA), Philippine Identification System (PhilSys), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School</p>
<p>CORE REQUIREMENTS FOR MINORS</p>	
<p>Confirmed Online Appointment - To schedule an online appointment, please visit: passport.gov.ph. To see if you are qualified to use the Courtesy Lane, please visit: https://dfa-oca.ph/courtesy-lane/courtesy-lane-eligibility/</p>	<p>passport.gov.ph</p> <p>DFA</p>
<p>Personal Appearance of minor applicant <u>and</u> either parent or authorized adult companion</p>	<p>Applicant</p>
<p>Accomplished Application Form</p>	<p>Generated online application form from passport.gov.ph</p>

<p>Philippine Statistics Authority (PSA) Birth Certificate</p> <ul style="list-style-type: none"> Local Civil Registrar Copy may be required if PSA Birth Certificate is not clear or cannot be read 	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General</p>
<p>Philippine Statistics Authority (PSA) Issued - Marriage Certificate or Report of Marriage (ROB) is required if only one parent is accompanying the child</p> <ul style="list-style-type: none"> If parents are unmarried, a Special Power of Attorney (SPA) executed by the Mother will be required if she is not accompanying the child If the Special Power of Attorney (SPA) is executed abroad, it must be authenticated by the Philippine Embassy or Consulate or apostilled by the designated competent authority. <p>Note: Notarized SPA must include a copy of parent/s valid ID and/or passport attached.</p>	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General</p> <p>Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>Passport or Valid Government issued ID of either parent or authorized adult companion <u>with one (1) photocopy</u></p>	<p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p>
<p>Current school ID or Certificate of Enrolment with photo of minor and dry seal of school (if School ID is not applicable) - (for minors 7 to 17 years old)</p>	<p>School</p>
<p>ADDITIONAL REQUIREMENTS FOR MINORS</p> <p><i>*Additional requirements stated below may be required from certain applicants depending on their case.</i></p>	
<p>In case applicant is a newborn (less than 1-year-old) and has No PSA Birth Certificate/Report of Birth yet:</p> <ul style="list-style-type: none"> If born in the Philippines: Certified True Copy of Local Civil Registrar (LCR) Birth Certificate authenticated by PSA 	<p>Local Civil Registry (LCR) Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General</p>

<ul style="list-style-type: none"> ● If born abroad: original copy of Report of Birth or first indorsement from Consular Records Division 	
<p>In case applicant is not accompanied by the parent/s during the application process</p> <ul style="list-style-type: none"> ● Applicant must submit a Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application) ● Special Power of Attorney (SPA) must have a copy of parent/s valid ID and/or passport attached 	<p>Notary Public Philippine Embassy or Consulate General Competent Authorities (for Apostille documents)</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is not traveling with parent/s:</p> <ul style="list-style-type: none"> ● Applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the parent/s. The Affidavit of Support and Consent must be Consularized by the Philippine Embassy/Consulate or or apostilled by the designated competent authority if executed abroad ● Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application) ● Affidavit of Support and Consent (ASC) must have a copy of parent/s valid ID and/or passport attached 	<p>Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is an illegitimate child in custody of the Mother:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> mother or authorized adult companion ● PSA Birth Certificate 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public</p>

<ul style="list-style-type: none"> ● Passport or Valid Government issued ID of mother or authorized Adult Companion (click here for the List of Acceptable IDs for Passport Application) ● If applicant is not accompanied by mother during the application process, applicant must submit a Special Power of Attorney executed by the mother designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● If applicant is not traveling with Mother, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the applicant is an Illegitimate child and mother is deceased / absent and father is unknown:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> court-appointed legal guardian ● PSA Birth Certificate ● Valid Passport or valid government ID* of adult guardian (click here for the List of Acceptable IDs for Passport Application) ● DSWD Clearance ● Letter of Guardianship issued by Family Court ● If applicant is not accompanied by the court-appointed legal guardian during the application process, applicant must submit a Special Power of Attorney executed by the legal guardian designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● If applicant is not traveling with court-appointed legal guardian, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the legal guardian. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the applicant is an illegitimate child whose mother is</p>	<p>Philippine Statistics Authority (PSA)</p>

<p>deceased but acknowledged by the father:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> biological father ● PSA Certificate of Death or Report of Death of Mother ● PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate) ● Passport or Valid Government issued ID of biological father and legal guardian (click here for the List of Acceptable IDs for Passport Application) ● <i>If the applicant is not accompanied by the father during the application process,</i> applicant must submit a Special Power of Attorney executed by the father designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If applicant is not traveling with father,</i> applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the father. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. <p>In the absence of father, the following may accompany the minor child in the order indicated:</p> <ol style="list-style-type: none"> a. Surviving grandparent (submission of PSA Certificate of Death of Mother; b. Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent); c. The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship) 	<p>Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant is undergoing the process of domestic adoption:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> authorized DSWD Social Worker ● PSA Birth Certificate/PSA Certificate of Foundling ● Valid passport or valid government issued ID of authorized DSWD Social Worker (click here for the List of Acceptable IDs for Passport Application) ● Certificate of Child Available for 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine</p>

<ul style="list-style-type: none"> Adoption/Deed of Voluntary Commitment DSWD clearance If applicant is not accompanied by an authorized DSWD Social Worker during the application process, applicant must submit a Special Power of Attorney executed by the authorized DSWD Regional Office designating the minor's companion to assist in the application process. 	<p>National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant has undergone the process of domestic adoption</p> <ul style="list-style-type: none"> Personal Appearance of minor applicant <u>and</u> adoptive parent/s Amended PSA Birth Certificate (indicating the child's adoptive name and name of adoptive parents) Passport or Valid Government issued ID of adoptive parent/s or authorized adult companion (click here for the List of Acceptable IDs for Passport Application). Court Decree of Adoption If the applicant is not accompanied by the adoptive parent/s during the application process, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad If the applicant is not traveling with the adoptive parent/s, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant is undergoing the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process:</p> <ul style="list-style-type: none"> PSA Birth Certificate/PSA Certificate of Foundling Endorsement from ICAB 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Relevant Court</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their</i></p>

<ul style="list-style-type: none"> ● Certificate of Child Available for Adoption/Deed of Voluntary Commitment ● Placement Authority issued by ICAB ● Certificate for Issuance of Passport issued by ICAB ● Clearance for Inter-Country Adoption ● Child Study Report ● DSWD clearance 	<p><i>details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant has undergone the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> adoptive parent/s ● Amended PSA Birth Certificate (indicating the child’s adoptive name and name of adoptive parents) ● Passport or Valid Government issued ID of adoptive parent/s or authorized adult companion (click here for the List of Acceptable IDs for Passport Application). If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable ● Proof of ICAB adoption process <ul style="list-style-type: none"> a. Court Decree of Adoption (in English translation); and b. Previously issued ICAB documents ● <i>If the applicant is not accompanied by the adoptive parent/s during the application process</i>, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor’s companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If the applicant is not traveling with the adoptive parent/s</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the applicant is a minor foundling and NOT for adoption</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> adult guardian 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents)</p>

<ul style="list-style-type: none"> ● PSA Certificate of Foundling ● Passport or Valid Government issued ID* of <i>court-appointed legal guardian</i> (click here for the List of Acceptable IDs for Passport Application) ● Letter of Guardianship issued by Family Court ● <i>If the applicant is not accompanied by the court-appointed legal guardian during the application process</i>, applicant must submit a Special Power of Attorney executed by the legal guardian designating the minor’s companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If the applicant is not traveling with the court-appointed legal guardian</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the legal guardian. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
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II. Renewal of a Regular Passport (p. 276)

CORE REQUIREMENTS FOR ADULTS	
List of Requirements	Where to Get
Confirmed Online Appointment	passport.gov.ph
Accomplished Application Form	passport.gov.ph
Personal Appearance	Applicant
Current ePassport with photocopy of data page	Department of Foreign Affairs (DFA)
<p>Original PSA authenticated documents that will support the change of name.</p> <ul style="list-style-type: none"> ● Marriage Contract ● Annotated Birth Certificate ● Annotated Marriage Contract to show annulment/divorce/court ordered instruction 	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General Relevant Court</p>

<ul style="list-style-type: none"> • Death Certificate of Spouse <p>NOTE: If woman opts to retain maiden name, a Marriage Contract is not required.</p>	
<p>Any of the following acceptable IDs with one (1) photocopy (click here for the List of Acceptable IDs for Passport Processing)</p>	<p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is a Dual Citizen:</p> <p>a. If the applicant possesses dual citizenship from birth (i.e. one parent is a Filipino while the other parent is a citizen from which the applicant's other citizenship is derived; or, have both Filipino parents but was born in a country which applies jus soli citizenship; etc.)</p> <ul style="list-style-type: none"> • Shall be treated as a regular passport renewal, unless the applicant is in the watchlist database, applies for a change of name, etc. <p>b. If the Filipino citizenship was reacquired or retained citizenship as specified in RA 9225:</p> <ul style="list-style-type: none"> • Original and photocopy of identification certificate issued by a Philippine Foreign Service Post (FSP) or by the Bureau of Immigration (BI) 	<p>Bureau of Immigration (BI) Philippine Embassy or Consulate General</p>
<p>In case applicant is a Naturalized Citizen (in addition to the Renewal Core Requirements)</p> <ul style="list-style-type: none"> • Identification Certificate of Naturalization from Bureau of Immigration 	<p>Bureau of Immigration (BI)</p>
<p>In case applicant is a Filipino citizen by Election (in addition with the Renewal Core Requirements):</p>	<p>Bureau of Immigration (BI)</p>

<ul style="list-style-type: none"> ● Affidavit of Election of Philippine Citizenship ● Identification Certificate of Election from BI 	
Adult Renewal non-ePassport (Brown, Green, Machine Readable (Maroon) Passports or any older Passports)	
<ol style="list-style-type: none"> 1. Current non-ePassport with photocopy of data page 2. Original PSA authenticated Birth Certificate or Report of Birth - for non-ePassports with incomplete/incorrect biographic information 3. Original PSA authenticated documents that will support the change of name. <ul style="list-style-type: none"> ● Marriage Contract ● Annotated Birth Certificate ● Annotated Marriage Contract to show annulment/divorce/court ordered instruction ● Death Certificate of Spouse 4. Any of the following Valid IDs <u>with one (1) photocopy</u> (click here for the List of Acceptable IDs for Passport Processing) <p>NOTE: If woman opts to retain maiden name, a Marriage Certificate is not required.</p> <p>Additional requirements may be required.</p>	<p>Department of Foreign Affairs (DFA) Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
CORE REQUIREMENTS FOR MINOR APPLICANTS <i>Timelines indicated in the procedures outlined in this section assume that all documentary requirements from the client are valid, complete, and in order. Any discrepancies in documentary requirements will result in a longer processing time.</i>	
<p>Confirmed Online Appointment - To schedule an online appointment, please visit: passport.gov.ph. To see if you are qualified to use the Courtesy Lane, please visit: https://dfa-oca.ph/courtesy-lane/courtesy-lane-eligibility/</p>	<p>passport.gov.ph</p> <p>DFA</p>
<p>Personal Appearance of minor applicant <u>and</u> either parent or authorized adult companion</p>	<p>Applicant</p>
<p>Accomplished Application Form</p>	<p>Generated online application form from passport.gov.ph</p>
<p>Philippine Statistics Authority (PSA) Birth Certificate</p> <ul style="list-style-type: none"> ● Local Civil Registrar Copy may be required if PSA Birth Certificate is not clear or cannot be read 	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General</p>

Current ePassport <u>with photocopy of data page</u>	DFA
<p>Philippine Statistics Authority (PSA) Marriage Certificate is required <u>if only one parent</u> is accompanying the child</p> <ul style="list-style-type: none"> • If parents are unmarried, a Special Power of Attorney (SPA) executed by the Mother will be required if she is not accompanying the child • If the Special Power of Attorney (SPA) is executed abroad, it must be authenticated by the Philippine Embassy or Consulate or apostilled by the designated competent authority. <p>Note: Notarized SPA must include a copy of parent/s valid ID and/or passport attached.</p>	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General</p> <p>Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>Original and photocopy of proof of filiation and/or guardianship:</p> <p>The following are the documents that may be accepted as proof of parental authority or filiation:</p> <ul style="list-style-type: none"> • PSA Birth Certificate; • Baptismal Certificate; • School Records; • Baby Book; • Copy of mother's passport (where the surname or the middle name or the surname is similar to that of the minor applicant; or • Other documents that reflect filial relationships with the minor may also be accepted as long as the full name of parents are shown and the filial relationship is established. 	<p>Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General Relevant religious institution Relevant academic institution Hospital/Clinic Department of Foreign Affairs</p>
<p>Passport or Valid Government issued ID of either parent or authorized adult companion <u>with one (1) photocopy</u></p>	<p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p>

<p>Current school ID or Certificate of Enrolment with photo of minor and dry seal of school (if School ID is not applicable) - (for minors 7 to 17 years old)</p>	<p>School</p>
<p>ADDITIONAL REQUIREMENTS FOR MINORS <i>*Additional requirements stated below may be required from certain applicants depending on their case.</i></p>	
<p>In case applicant is a newborn (less than 1-year-old) and has No PSA Birth Certificate/Report of Birth yet:</p> <ul style="list-style-type: none"> ● If born in the Philippines: Certified True Copy of Local Civil Registrar (LCR) Birth Certificate authenticated by PSA ● If born abroad: original copy of Report of Birth or first indorsement from Consular Records Division 	<p>Local Civil Registry (LCR) Philippine Statistics Authority (PSA) Philippine Embassy or Consulate General</p>
<p>In case applicant is not accompanied by the parent/s during the application process</p> <ul style="list-style-type: none"> ● Applicant must submit a Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● Passport or Valid Government issued ID of authorized adult companion (click here for the List of Acceptable IDs for Passport Application) ● Special Power of Attorney (SPA) must have a copy of parent/s valid ID and/or passport attached 	<p>Notary Public Philippine Embassy or Consulate General Competent Authorities (for Apostille documents)</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is not traveling with parent/s:</p> <ul style="list-style-type: none"> ● Applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the parent/s. The Affidavit of Support and Consent must be Consularized by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● Passport or Valid Government issued ID of authorized adult companion (click 	<p>Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission</p>

<p>here for the List of Acceptable IDs for Passport Application)</p> <ul style="list-style-type: none"> ● Affidavit of Support and Consent (ASC) must have a copy of parent/s valid ID and/or passport attached 	<p>on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case applicant is an illegitimate child in custody of the Mother:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> mother or authorized adult companion ● PSA Birth Certificate ● Passport or Valid Government issued ID of mother or authorized Adult Companion (click here for the List of Acceptable IDs for Passport Application) ● If applicant is not accompanied by mother during the application process, applicant must submit a Special Power of Attorney executed by the mother designating the minor’s companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● If applicant is not traveling with Mother, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the applicant is an Illegitimate child and mother is deceased / absent and father is unknown:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> court-appointed legal guardian ● PSA Birth Certificate ● Valid Passport or valid government ID* of adult guardian (click here for the List of Acceptable IDs for Passport Application) 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court</p> <p>For Valid IDs:</p>

<ul style="list-style-type: none"> ● DSWD Clearance ● Letter of Guardianship issued by Family Court ● <i>If applicant is not accompanied by the court-appointed legal guardian during the application process</i>, applicant must submit a Special Power of Attorney executed by the legal guardian designating the minor’s companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If applicant is not traveling with court-appointed legal guardian</i>, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the legal guardian. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	<p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the applicant is an illegitimate child whose mother is deceased but acknowledged by the father:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> biological father ● PSA Certificate of Death or Report of Death of Mother ● PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate) ● Passport or Valid Government issued ID of biological father and legal guardian (click here for the List of Acceptable IDs for Passport Application) ● <i>If the applicant is not accompanied by the father during the application process</i>, applicant must submit a Special Power of Attorney executed by the father designating the minor’s companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>

<ul style="list-style-type: none"> ● <i>If applicant is not traveling with father</i>, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the father. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. <p>In the absence of father, the following may accompany the minor child in the order indicated:</p> <ul style="list-style-type: none"> d. Surviving grandparent (submission of PSA Certificate of Death of Mother; e. Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent); f. The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship) 	
<p>If the minor applicant is undergoing the process of domestic adoption:</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> authorized DSWD Social Worker ● PSA Birth Certificate/PSA Certificate of Foundling ● Valid passport or valid government issued ID of authorized DSWD Social Worker (click here for the List of Acceptable IDs for Passport Application) ● Certificate of Child Available for Adoption/Deed of Voluntary Commitment ● DSWD clearance ● <i>If applicant is not accompanied by an authorized DSWD Social Worker during the application process</i>, applicant must submit a Special Power of Attorney executed by the authorized DSWD Regional Office designating the minor's companion to assist in the 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>

<p>application process.</p>	
<p>If the minor applicant has undergone the process of domestic adoption</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> adoptive parent/s ● Amended PSA Birth Certificate (indicating the child’s adoptive name and name of adoptive parents) ● Passport or Valid Government issued ID of adoptive parent/s or authorized adult companion (click here for the List of Acceptable IDs for Passport Application). ● Court Decree of Adoption ● <i>If the applicant is not accompanied by the adoptive parent/s during the application process</i>, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor’s companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If the applicant is not traveling with the adoptive parent/s</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant is undergoing the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process:</p> <ul style="list-style-type: none"> ● PSA Birth Certificate/PSA Certificate of 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Relevant Court</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details</i></p>

<p>Foundling</p> <ul style="list-style-type: none"> ● Endorsement from ICAB ● Certificate of Child Available for Adoption/Deed of Voluntary Commitment ● Placement Authority issued by ICAB ● Certificate for Issuance of Passport issued by ICAB ● Clearance for Inter-Country Adoption ● Child Study Report ● DSWD clearance 	<p><i>consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>If the minor applicant has undergone the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> adoptive parent/s ● Amended PSA Birth Certificate (indicating the child’s adoptive name and name of adoptive parents) ● Passport or Valid Government issued ID of adoptive parent/s or authorized adult companion (click here for the List of Acceptable IDs for Passport Application). If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable ● Proof of ICAB adoption process <ul style="list-style-type: none"> c. Court Decree of Adoption (in English translation); and d. Previously issued ICAB documents ● <i>If the applicant is not accompanied by the adoptive parent/s during the application process</i>, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor’s companion to assist in the application process. The 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>

<p>Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad</p> <ul style="list-style-type: none"> ● <i>If the applicant is not traveling with the adoptive parent/s</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad. 	
<p>If the applicant is a minor foundling and NOT for adoption</p> <ul style="list-style-type: none"> ● Personal Appearance of minor applicant <u>and</u> adult guardian ● PSA Certificate of Foundling ● Passport or Valid Government issued ID* of <i>court-appointed legal guardian</i> (click here for the List of Acceptable IDs for Passport Application) ● Letter of Guardianship issued by Family Court ● <i>If the applicant is not accompanied by the court-appointed legal guardian during the application process</i>, applicant must submit a Special Power of Attorney executed by the legal guardian designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad ● <i>If the applicant is not traveling with the court-appointed legal guardian</i>, the applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the legal guardian. The Affidavit of Support and 	<p>Philippine Statistics Authority (PSA) Department of Social Welfare and Development (DSWD) Philippine Embassy or Consulate General Competent Authorities (for Apostille documents) Notary Public Family Court Relevant Court</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>

Consent must be authenticated by the Philippine Embassy/Consulate or apostilled by the designated competent authority if executed abroad.

PASSPORT APPLICATION PROCESS FOR FIRST TIME AND RENEWAL OF REGULAR PHILIPPINE PASSPORTS

CLIENT STEPS (On-Site Release)	AGENCY ACTIONS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Applicant set an appointment through http://passport.gov.ph and pay online using their credit or debit card, or through Bayad Center payment centers. Applicant may already avail of courier delivery during the appointment process	Loading of Appointment Slots	30 minutes to 1 hour	Php 950.00 for regular or Php 1200 for expedite (Php 50 for convenience fee applies for all applications)	<i>Passport Applicant</i>
2. On the day of scheduled appointment, proceed to the Verification Counter and present printed passport application form and valid ID	Verification of Appointment	<i>*Applicant must be at the consular office 30 minutes before the scheduled appointment.</i> 5 minutes	None	<i>Verifiers</i> Passport Division <i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i>
3. Proceed to the Processing Counter and wait to be called to the next available window	Processing of documentary requirements	20 minutes waiting time 10 minutes	None	<i>Processors</i> Passport Division
4. Proceed to Passport Enrollment Center (PEC) and present documents	Photo and data capturing	20 minutes waiting time 10 minutes	None	<i>Encoders</i> Passport Division
5. Courier service on-site: Applicant's current passport will be cancelled by Passport Processor before courier service staff can accept application for courier service delivery	Advise applicant on the availability of courier service on-site	10 minutes	Php 150 (fee charged by courier service staff)	<i>Courier Service Provider</i>
6.1. Collection in person: On the estimated date of release, proceed to the Releasing Section at the 1st floor at DFA-Aseana	Releasing of passports to the applicant	<i>*After six (6) to seven (7) working days for expedited processing or twelve (12)</i>	None	<i>Releasing Officers</i> Passport Division

<p>Place receipt in designated box and wait for name to be called.</p> <p>Verify all details in passport are correct.</p> <p>Sign on signature pad.</p> <p>present old passport for cancellation</p>		<p>working days for regular processing</p> <p>20 minutes waiting time</p> <p>10 minutes</p>		
<p>6.2. Collection via courier service:</p> <p>Courier company staff proceeds to ASEANA Releasing Unit to collect passports for delivery</p> <p>Releasing Unit turns over passports</p> <p>Applicant receives new passport at specified address</p>	<p>Releasing of passports to applicants via the authorized courier service provider</p>	<p>1 minute</p> <p>10-15 minutes</p> <p>Delivery date depends on delivery commitment schedule of courier service provider</p>	<p>None</p> <p>None</p> <p>None</p>	<p>Releasing Unit</p> <p>Staff, Releasing Unit</p> <p>Courier service</p>

III. Passport Releasing Requirements and Process

List of Requirements (On-Site Collection)	Where to Secure
Original DFA issued receipt	Applicant
<p>Old Passport (for renewal applications)</p> <p>* In case of a lost receipt, the applicant or authorized representative is required to present the Original notarized Affidavit of Lost Receipt executed by the applicant</p>	<p>Applicant</p> <p>DFA</p> <p>Notary Public</p>
<p>In case the applicant is unable to claim his/her passport, immediate family members* are allowed to claim the passport in behalf of the applicant</p> <ul style="list-style-type: none"> • Authorization letter (must mention affiliation with applicant), • Original DFA issued receipt, • Valid ID (original and photocopy) of applicant and representative <p>*Immediate family members of legal</p>	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the</p>

<p>age such as parents, brother, sister, spouse or children</p> <p>*Note: Passports unclaimed after one (1) year will be cancelled per Department Order No. 2021-012.</p>	<p>Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case a person other than an immediate family member will claim the applicant's passport</p> <ul style="list-style-type: none"> • Original notarized Special Power of Attorney (SPA) executed by the applicant, issued to the authorized representative • Valid ID (original and photocopy) of applicant and representative indicated in the Special Power of Attorney 	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>For minor applicants</p> <ul style="list-style-type: none"> • If passport will be claimed by mother, claimant must present original DFA issued receipt and valid ID • If passport will be claimed by father, claimant must present original DFA issued receipt, valid ID and PSA documents indicating proof of parental authority over the minor 	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>List of Requirements (collection via courier)</p>	<p>Where to Secure</p>
<p>Original Courier-issued receipt</p>	<p>Issued by the Courier Service Provider</p>
<p>In case the applicant is unable to receive his/her passport from the courier, immediate family members* are allowed to receive the passport in behalf of the applicant</p>	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service</p>

<ul style="list-style-type: none"> • Authorization letter (must mention affiliation with applicant), • Original DFA issued receipt, • Valid ID (original and photocopy) of applicant and representative *Immediate family members of legal age such as parents, brother, sister, spouse or children 	<p>Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>In case a person other than an immediate family member will receive the applicant's passport</p> <ul style="list-style-type: none"> • Original notarized Special Power of Attorney (SPA) executed by the applicant, issued to the authorized representative • Valid ID (original and photocopy) of applicant and representative indicated in the Special Power of Attorney 	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p>For minor applicants</p> <ul style="list-style-type: none"> • If passport will be received by mother/father or legal guardian, receiver must present original courier issued receipt and valid ID • If passport will be received by an immediate family member, Letter of Authority executed by either mother/father or legal guardian, issued to the authorized representative shall be presented to the courier representative. • Valid ID (original and photocopy) of mother/father or legal guardian and representative indicated in the Letter of Authority. • If passport will be received by an authorized representative other than the immediate family member, Original notarized Special Power of Attorney (SPA) executed by the mother/father or legal guardian, issued to the authorized representative. • Valid ID (original and photocopy) of mother/father or legal guardian and 	<p>Notary public</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>

representative indicated in the Special Power of Attorney				
CLIENT STEPS (On-Site Release)	AGENCY ACTIONS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Proceed at the Releasing Unit of the Passport Division on the scheduled release date.	Collection of the passports receipts	*Depending on the scheduled release date	None	Applicant
2. Applicant shall present the copy of the DFA-issued receipt, valid ID and shall wait for name to be called by the releasing officer. <i>*Applicants must present the necessary documentary requirements for the release of passports.</i>	Locate the applicant's passport	5 minutes	None	Applicant Staff, Passport Releasing Unit <i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i>
3. Applicant verify the correctness of the passport received and signs the log sheet. Applicant presents the previously issued passport/s for cancellation (if renewal)	Release the passport to the applicant.	2 minutes	None	Applicant Staff, Passport Releasing Unit

IV. Unclaimed Passport Certification Requirements and Process (p. 281)

*(pursuant to Department Order No. 2021-012 on the Disposal on the Unclaimed and Spoiled Passports)
A passport left unclaimed by its holder one (1) year after the date it was received by DFA Consular Offices (COs)/Foreign Service Posts (FSPs) shall be cancelled.*

List of Requirements	Where to Secure
Confirmation Email	Client Concerns Officer through passportconcerns@dfa.gov.ph
Valid ID (please refer to valid government-issued IDs accepted for passport application) <i>*For parents/legal guardian requesting a Unclaimed Passport Certificate for a child (aged 17 years and below) valid of the parent or the legal guardian</i>	For Valid IDs: Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)

**Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s*

Passport Receipt or Courier Receipt (if available)

Applicant

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Email request to passportconcerns@dfa.gov.ph with scanned copy of the passport holder's valid ID and/or Copy of Passport Receipt/Courier Receipt	Reply to applicant's request sent to passportconcerns@dfa.gov.ph	1 – 3 days	None	Passport Applicant Client Concerns Officer – OPMS
2. Visit OCA on scheduled appointment date	Accommodate the applicant	*Depends on the scheduled date	None	Staff, Passport Division – SCPU
3. Proceed to Special Concerns and Pending Unit to get queue number and wait to be called	Provide queueing number	5 minutes	None	Security Guard Staff, Passport Division – SCPU
4. Case Officer interviews the applicant and verifies the unclaimed passport record in the ePassport issuance module to verify and evaluate the request	Evaluation and processing of presented documentary requirements	10 minutes	None	Staff, Passport Division – SCPU
5. Collection of Unclaimed Passport Certification/s If the unclaimed certification is being claimed by an immediate family member: <ul style="list-style-type: none"> • Written authorization letter by the passport holder; 	Release the unclaimed passport certificate to the applicant/authorized representative	10 minutes	None	Staff, Passport Division – SCPU

<ul style="list-style-type: none"> ● Passport holder's copy of his/her passport or valid government ID. ● Authorized representative shall also be required to present his/her passport or a valid government ID. <p>If the person claiming is not an immediate family member</p> <ul style="list-style-type: none"> ● A notarized Special Power of Attorney (SPA) executed by the Passport Holder. ● Passport holder's copy of his/her passport or valid government ID. ● Authorized representative shall also be required to present his/her passport or a valid government ID. <p>5.1 Receive certificate</p>				
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V. Passport Certification Requirements and Process (p. 288)

A document issued by the Office of Consular Affairs – Passport Division, upon the request of the passport holder or an authorized person, pertaining to the issuance of a Philippine passport.

List of Requirements	Where to Secure
Confirmation Email	Client Concerns Officer through passportconcerns@dfa.gov.ph
Accomplished Application Form	Passport Division
Clear scanned copy of current passport data page	Applicant existing Philippine Passport
For non-issuance of Philippine passport: Valid ID	<p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p>
<p><i>*For parents/legal guardian requesting a Certificate of No Passport Issuance for a child (aged 17 years and below)</i></p> <p>Scanned copy of child's Birth Certificate AND Passport or ID of requesting parent/legal guardian (present Letter of Guardianship issued by Family Court)</p>	<p>PSA</p> <p>For Valid IDs:</p> <p>Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Local Barangay Unit, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA)</p> <p><i>*Applicants must ensure that the government-issued IDs presented are valid, in good condition, their details consistent with other documentary requirements, and the ID photo/s match the bearer/s</i></p> <p>Family Court</p>

CLIENT STEPS	AGENCY ACTIONS	PROCESSING TIME	FEES TO BE PAID	PERSON RESPONSIBLE
1. Email request passportconcerns@dfa.gov.ph with scanned copy of passport data page and filled up request form downloaded from website and wait for the confirmation email.	Reply to applicant's email sent to passportconcerns@dfa.gov.ph	1 – 3 days	None	Passport Applicant Client Concerns Officer - OPMS
2. Visit OCA on scheduled appointment for the collection of the certificate.	Accommodate the applicant	20 minutes	None	Staff, Passport Division – SCPU
3. Proceed to Special Concerns and Pending Unit to get queue number and wait to be called	Provide queueing number and call the applicant	5 minutes	None	Security Guard Staff, Passport Division – SCPU
4. Pay the required fee at the Cashier	Collection of payment	10 minutes	PHP 100 per document applied in the Philippines	<i>Passport Applicant</i>
5. Collection of Passport Certification/s If the certification is being claimed by an immediate family member: <ul style="list-style-type: none"> • Written authorization letter by the passport holder; • Passport holder's copy of his/her passport or valid government ID. • Authorized representative shall also be required to present his/her passport or a valid government ID. If the person claiming is not an immediate family member <ul style="list-style-type: none"> • A notarized Special Power of Attorney (SPA) executed by the Passport Holder. • Passport holder's copy of his/her passport or valid government ID. • Authorized representative shall also be required to present his/her passport or a valid government ID. 5.1 Receive certificate	Release the requested certificate to the applicant/s or authorized representative	30 minutes	None	<i>Staff,</i> Passport Division – SCPU

VI. Convention Travel Document for Stateless Persons and Refugees (p. 285)

List of Requirements	Where to Secure			
Confirmation Email	Client Concerns officer through passportconcerns@dfa.gov.ph			
Accomplished Application Form	DFA Passport Division – Special Concerns and Pending Unit (SCPU)			
Indorsement letter from Department of Justice (DOJ) for issuance of travel document	Department of Justice - Refugees and Stateless Persons Protection Unit			
Request letter from applicant for issuance of travel document	Applicant			
Alien Certificate of Registration Identity Card (ACR I-Card)	Bureau of Immigration			
In case of renewal: nonvalid/expired or expiring MRCTD	Applicant			
In case of lost MRCTD: Affidavit of Loss and Police Report	Notary Public, Relevant Police Station			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to Special Concerns to get queue number and wait to be called	Provide queueing number and call the applicant	1 minute	None	Security Guard Staff, Passport Division - SCPU
2. Fill up the application form and present valid ID	Provide application form and evaluate presented documents	10 minutes	None	Staff, Passport Division
3. Pay the required fee at the Cashier	Collection of payment	10 minutes	PHP 500	MRCTD Applicant Staff, Cashier
4. Present receipt 4.1 Return on the schedule release date	Advise applicant on the rescheduled release date of MRCTD	*After seven working days 10 minutes	None	MRCTD Applicant Staff, Passport Division - SCPU

FEEDBACK AND COMPLAINTS	
How to Send Feedback?	<p>Fill out the client feedback form available at the counter of each process. (Verification Unit, Processing Unit, Passport Enrolment Center, Releasing Unit, Special Concerns and Pending Unit)</p> <p>Drop the accomplished form in the designated drop box located at each unit.</p>

	Contact info: 8 651 – 9400 and passportconcerns@dfa.gov.ph
How to file a complaint?	<p>For filling of complaints, please send the written complaint via email at oca.cocnerns@dfa.gov.ph and/or passportconcerns@dfa.gov.ph</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person or unit being complained - Incident - Evidence <p>You may also send your complaints via this Client Feedback Form.</p> <p>For inquiries and follow-ups, clients may contact 8 651-9400</p>
DFA Passport Division	<p>86519400 oca.passport@dfa.gov.ph passportconcerns@dfa.gov.ph</p> <p>For Passport Appointment Concerns: (02)8234 - 3488 Weekdays: 6am to 10pm Weekends: 8am to 8pm</p> <p>For Passport, Authentication and other Consular Inquiries: (02)8651 - 9400</p> <p>Passport Releasing Hotline: 0939-320-0569 (Smart)</p>
Presidential Complaints Center (PCC)	8888
CSC Contact Center ng Bayan (CCB)	0908-881-6565 (SMS)
Anti-Red Tape Authority (ARTA)	8478-5091/8478-5099

VII. Passport Processing Courtesy Lane

Since its establishment, Courtesy Lane privileges have been extended to provide passport services to special categories of passport applicants such as senior citizens, Persons with Disability, pregnant women, minors aged 7 years and below, solo parents, OFWs, and all other exceptional and emergency cases.

Who May Avail	List of Requirements	Where to Secure
1. Senior citizens	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Proof of age (e.g., PSA birth certificate or Philippine passport)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph

<p>A senior citizen may be accompanied by one (1) adult companion, provided that they are:</p>	<p>(present original and 1 photocopy)</p>	<p>Philippine Statistics Authority / Department of Foreign Affairs / City/Municipal Office of the Senior Citizen Affairs (OSCA)</p>
<p>1.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p>	<p>Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Proof of relationship to the senior citizen (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Philippine Statistics Authority (PSA)</p>
<p>1.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Proof of travel with the senior citizen (e.g., confirmed or hotel booking) (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Airline/Hotel</p>
<p>2. Persons with disabilities (PWDs)</p> <p>A PWD may be accompanied by one (1) adult companion, provided that they are:</p>	<p>Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email PWD ID (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Persons with Disability Affairs Office (PDAO) or City/ Municipal Social Welfare and Development Office (MSWDO)</p>
<p>2.1. An immediate family member (i.e., spouse, adult children, or adult sibling only); or</p>	<p>Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Proof of relationship to the PWD (e.g. PSA birth certificate or PSA marriage certificate) (present original and 1 photocopy)</p>	<p>passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Philippine Statistics Authority (PSA)</p>
<p>2.2. A travelling companion</p>	<p>Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email</p>	<p>passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph</p>

	Proof of travel with the PWD (e.g., confirmed or hotel booking) (present original and 1 photocopy)	Airline/Hotel
3. Pregnant women	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Medical certificate/records (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Hospital, Licensed physician
4. Minors aged seven (7) years and below A minor aged seven (7) years and below may be accompanied by adult companion provided that they are:	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email PSA Birth Certificate as proof of age (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Philippine Statistics Authority (PSA)
4.1. Parent/s; or	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email PSA Birth Certificate and PSA Marriage Certificate (if accompanied by father) (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Philippine Statistics Authority (PSA)
4.2 Legal guardian; or	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Court Order (present original and 1 photocopy)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Family Court
4.3 Authorized representative	Printed Application Form with E-Receipt Printed Application Form through OPAS Printed confirmation email Special Power of Attorney (1 original)	passport.gov.ph onlineappform.passport.gov.ph oca.cl@dfa.gov.ph Notary Public or Philippine Embassy/ Philippine Consulate General
5. Solo parents	Printed Application Form with E-Receipt	passport.gov.ph

	<p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Valid Solo Parent Identification Card (present original and 1 photocopy)</p>	<p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>City/Municipal Social Welfare and Development Office</p>
6. Overseas Filipino Workers (OFWs)	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Valid OWWA E-card (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Overseas Worker Welfare Administration (OWWA)</p>
	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Valid employment contract (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Agency/Employer</p>
	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Valid work visa (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Embassy or Consulate</p>
	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Seafarer's Identification and Record Book (SIRB) stamped at an international border not more than three hundred sixty-four (364) days from the date of application (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Maritime Industry Authority (MARINA)</p>
	<p>Printed Application Form with E-Receipt</p> <p>Printed Application Form through OPAS</p> <p>Printed confirmation email</p> <p>Expired or cancelled working visa or employment contract, and a Philippine passport with an immigration arrival stamp of not more than three hundred sixty-four (364) days from the date of application. (present original and 1 photocopy) (present original and 1 photocopy)</p>	<p>passport.gov.ph</p> <p>onlineappform.passport.gov.ph</p> <p>oca.cl@dfa.gov.ph</p> <p>Agency/Employer</p>

7. Exceptional and emergency cases	Printed Application Form through OPAS	onlineappform.passport.gov.ph
	Printed confirmation email	oca.cl@dfa.gov.ph
	Approved written request by any of the following DFA officials: 1. The Secretary of Foreign Affairs; 2. The Undersecretary for Civilian Security and Consular Concerns; or 3. The Assistant Secretary for Consular Affairs. (1 original)	Written request from the applicant and approval from the Department of Foreign Affairs (DFA)
	Printed Application Form through OPAS	onlineappform.passport.gov.ph
	Printed confirmation email	oca.cl@dfa.gov.ph
	Proof of Urgency (e.g., airline ticket, medical or death certificate, etc.)	Airline/Hospital/PSA, etc.

REQUIREMENTS FOR FIRST-TIME APPLICANTS	
List of Requirements	Where to Get
Printed Application Form with E-Receipt	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.passport.gov.ph
PSA Birth Certificate or Report of Birth or PSA Certificate of Foundling (present original, 1 photocopy)	Philippine Statistics Authority (PSA)
Acceptable Valid Government ID (present original, 1 photocopy)	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
ADDITIONAL REQUIREMENTS <i>*on a case by case basis, other documents not stated below may be required for special cases</i>	
If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)	Local Civil Registrar
For married women using spouse's name: PSA Marriage Certificate or Report of Marriage (present original, 1 photocopy)	PSA
For married women who opt to revert to maiden name: PSA annotated marriage certificate (present original, 1 photocopy) PSA Death Certificate of spouse (present original, 1 photocopy)	PSA
For dual citizens (RA9225): Dual Citizenship documents:	Bureau of Immigration (BI) Foreign Service Posts (FSPs)

Identification Certificate, Oath of Allegiance and Order of Approval (present original, 1 photocopy) Foreign Passport (present original, 1 photocopy)	
For naturalized Filipino citizens: Certificate of Naturalization (present original, 1 photocopy)	BI
For applicants with travel document: Affidavit of Explanation (original) Travel Document (original)	FSPs
For applicants with lost travel document: Affidavit of Explanation and travel records (original)	Notary Public BI
If birth certificate is discrepant: Proof of filing of supplemental report or correction (present original, 1 photocopy) Annotated PSA Birth Certificate reflecting corrected entry (present original, 1 photocopy)	Local Civil Registry PSA
If birth certificate is late registered: Late registered birth certificate (present original, 1 photocopy) IDs that pre-date the late registration or current IDs with NBI Clearance (present original, 1 photocopy)	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
If applicant is born on or before 1950: PSA Authenticated Certificate of No Birth Record (present original, 1 photocopy) Affidavit of Two Disinterested Persons attesting to the identity of the applicant (Affidavit should include photocopy of IDs of the Two Disinterested Persons indicated in the presented document) (original)	PSA Notary Public
CORE REQUIREMENTS FOR MINORS	
Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.passport.gov.ph
PSA Birth Certificate/Report of Birth or PSA Certificate of Foundling (present original, 1 photocopy)	PSA
Passport or Valid Government ID of either parent (present original, 1 photocopy)	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
School ID (for 7 years old and above) (present original, 1 photocopy)	School
ADDITIONAL REQUIREMENTS FOR MINORS	

<i>*on a case by case basis, other documents not stated below may be required for special cases</i>	
If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)	Local Civil Registrar
Accompanied by father: If parents are married: PSA Marriage Certificate (present original, 1 photocopy) If parents are unmarried: Special Power of Attorney (SPA) and Affidavit of Support and Consent executed by the mother (original)	PSA Notary Public
Minor not accompanied by parent/s during application: Special Power of Attorney designating minor's companion to assist (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy)	Notary Public SSS, GSIS, LTO, PRC, OWWA, COMELEC, PNP, City/ Municipal Hall, PhilPost, School, CAAP, MARINA, PSA
Minor not accompanied by parent/s during application and travel: Special Power of Attorney designating minor's companion to assist (original) Affidavit of Support and Consent executed by the mother (original) Passport or acceptable valid Government ID of authorized adult companion (present original, 1 photocopy) Travel Clearance from DSWD (present original, 1 photocopy)	Notary Public Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School Department of Social Welfare and Development (DSWD)

REQUIREMENTS FOR RENEWAL

List of Requirements	Where to Secure
Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.passport.gov.ph
Current Passport (present original, 1 photocopy)	DFA
Acceptable Valid Government ID (present original, 1 photocopy)	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School

FOR MINOR APPLICANTS

Printed Application Form with E-Receipt or	passport.gov.ph
Printed Application Form from Online Passport Application System (OPAS)	onlineappform.passport.gov.ph
Current ePassport with photocopy of data page	DFA

Passport or Valid Government issued ID of accompanying parent or authorized adult companion with one (1) photocopy	Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
Proof of Parental Authority (present original, 1 photocopy)	PSA, Relevant Church, School, Relevant Hospital or Health Center
School ID OR Certificate of Enrolment with photo of minor and dry seal of school (for minors 7 to 17 years old). (present original, 1 photocopy)	School
ADDITIONAL REQUIREMENTS <i>*on a case by case basis, other documents not stated below may be required for special cases</i>	
For change of details or incomplete details in the passport: PSA Birth Certificate/Report of Birth/ Marriage Certificate/Report of Marriage/Certificate of Foundling Valid ID (present original, 1 photocopy)	PSA Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
For married women who opt to revert to maiden name: PSA annotated marriage certificate (present original, 1 photocopy) PSA Death Certificate of spouse (present original, 1 photocopy)	PSA
If PSA Document is unreadable: Local Copy of Birth Certificate/Report of Birth/Marriage Certificate/Foundling Certificate with readable dry seal (present original, 1 photocopy)	Local Civil Registrar
For lost valid passport: Affidavit of Lost (original) Police Report (original) PSA Birth certificate (if no photocopy of passport) (present original, 1 photocopy) Valid ID (present original, 1 photocopy)	Notary Public Relevant Police Station PSA Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the

	Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School
For lost expired passport: Affidavit of loss (original) PSA Birth certificate (if no photocopy of passport) (present original, 1 photocopy) Valid ID (present original, 1 photocopy)	Notary Public PSA Social Security System (SSS), Government Service Insurance System (GSIS), Land Transportation Office (LTO), Professional Regulatory Commission (PRC), Philippine Identification System (PhilSys), Overseas Workers Welfare Administration (OWWA), Commission on Elections (COMELEC), Philippine National Police (PNP), Local Government Unit (LGU) - Office of the Senior Citizens Affairs (OSCA)/ Barangay Office, Civil Aviation Authority of the Philippines (CAAP), PhilPost, Philippine Statistics Authority (PSA), Maritime Industry Authority (MARINA), Department of Foreign Affairs (DFA), School

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Front Desk Personnel for initial assessment of Qualification for CL Availment	1. Receive and evaluate the required documents whether the applicant is qualified to avail the Courtesy Lane	None	2 minutes	<i>Front Desk Personnel</i> Courtesy Lane
2. Submit the printed application form from OPAS or OAS in the Front Desk	2. Receive the printed application form	None	2 minutes	<i>Front Desk Personnel</i> Courtesy Lane <i>Encoder</i> Passport Enrollment Center
3. Wait for the issuance of queuing number in the front desk	3. Issue a queuing number for the qualified applicant. 3.1 Forward the filled-out passport application forms to the Verification Section	None	1 minute	<i>Front Desk Personnel</i> Courtesy Lane
4. Wait for the number to be called inside the processing area while applications are cross check from Watchlist Verification	4. Verify if the applicant is included in the Department's Watchlist Database 4.1. If the applicant's name appears on the Department's Watchlist Database, the verifier will attach a referral slip on the application form addressed to the Passport Division. 4.2. If the applicant's name does not appear on the Department's Watchlist Database, the verifier will put	None	5 minutes	<i>Verifier</i> Courtesy Lane

	<p>his/her initials on the application form.</p> <p>4.3. Forward the passport application forms to the Processing Counter</p>			
<p>5. When the number is called, proceed to the Processing Counter and give the queuing number and necessary documents</p>	<p>5. Receive the queuing number, conduct interviews and verify the authenticity of the documents and ensure that the required documents are complete.</p>	None	20 minutes	<p><i>Processor Courtesy Lane</i></p> <p>Note: The processors are assigned on each designated window on a rotational basis daily.</p>
<p>5.1 If the applicant is included in the Department's Watchlist Database, proceed to Passport Division (Ground Floor) upon the referral of the Processor for further verification and approval</p>	<p>5.1 Refer the applicants whose names are reflected in the Department's Watchlist Database to Passport Division for further verification</p>			
<p>5.1.1 If the name of the applicant in the Department's Watchlist Database has been lifted by the Passport Division, return back to the Processor</p>	<p>5.2 If all the documents are complete, inquire if the applicant would like to have their new passport picked-up at the Releasing Section (Ground Floor) or delivered by the courier service.</p> <p>5.2.1 If the applicant opted for picked-up, advise the applicant to return on the release date of passport</p> <p>5.2.2 If the applicant opted for delivery, cancel the old passport</p> <p>5.3 If filed through Online Appointment System (OAS) and the passport application is approved, the Processor will issue a queuing number for the data capturing and</p>			

	<p>encoding of applicant's information.</p> <p>5.3.1 If filed through Online Passport Application System (OPAS) and the passport application is approved, the Processor will issue (1) an official receipt (passport slip) for payment at the cashier; and (2) a queuing number for the data capturing and encoding of applicant's information.</p>			
<p>6. Applicants who filed their application through OPAS and with approved applications shall proceed to the cashier to pay the passport processing fee.</p>	<p>6. Accept the payment based on the amount indicated in the official receipt</p> <p>6.1 Give the validated official receipt to the applicant</p>	<p>Expedited processing fee – PHP 1,200.00</p> <p>Regular processing fee – PHP 950.00 *Senior citizens and PWDs have the option to avail the regular processing of passports</p> <p>Penalty fee – PHP 350.00</p> <p>* For mutilated, lost valid or expired electronic passport</p>	5 minutes	<p><i>Collecting Officer</i> Office of Financial Management Services – Passport Revolving Fund Unit</p>
<p>7. Upon Payment applicant shall proceed to the Courtesy Lane Encoding Area.</p> <p>7.1 Biometrics will be gathered, personal Data will be Encoded, and Document will be scanned.</p> <p>7.2 Applicant shall check the encoded data on the monitor and electronically sign the application to confirm that all encoded data are correct.</p>	<p>7. Encode the applicant's biographical data, capture the applicant's photo and biometric details and scan necessary documents</p> <p>7.1 Save the data of the applicant</p> <p>7.2 At the end of the day, all encoded</p>	None	15 minutes	<p><i>Encoder</i> Passport Enrollment Center</p>

	applications will be transmitted by the Encoding Section admin to the production unit.			
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FEEDBACK AND COMPLAINTS	
<i>How to send feedback?</i>	<p>Fill out the client feedback form distributed or available at the counter.</p> <p>Drop the accomplished form at the designated drop box located in the front desk.</p> <p>Contact info: +632 8651-9417 or oca.cl@dfa.gov.ph</p>
<i>How to file a complaint?</i>	<p>For filing of complaints, please fill out the Public Assistance and Complaints (PAC) Form and submit to the PAC Desk Officer</p> <p>Complaints may also be filed via email: oca.cl@dfa.gov.ph and/or oca.concerns@dfa.gov.ph .</p> <p>Kindly provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained of - Incident - Evidence <p>For inquiries and follow-ups, clients may contact the following telephone number: +632 8651-9417 or mobile numbers: 0977-353-3942(Globe) and 0961-567-9324(Smart).</p>
<i>Contact Information of Courtesy Lane, Presidential Complaints Center (PCC), CSC Contact Center ng Bayan (CCB), Anti-Red Tape Authority (ARTA)</i>	<p><i>Courtesy Lane:</i> oca.cl@dfa.gov.ph, +632 8651-9417</p> <p><i>Presidential Complaints Center:</i> 8888</p> <p><i>CSC Contact Center ng Bayan:</i> 0908-881-6565 (SMS)</p> <p><i>Anti-Red Tape Authority:</i> 8478-5091/ 8478-5099</p>