

## REQUIREMENTS FOR ISSUANCE OF E-PASSPORT

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

1. Personal appearance is required in all cases (including applicants who are 65 years old and above and minors who are below 18 years old). Application by mail is no longer allowed;
2. Do not bring passport pictures. Passport pictures are to be taken by the Embassy.
3. The applicant must wear decent attire (no sleeveless and/or collarless attire) and without eyeglasses/contact lenses. No facial piercing allowed;
4. Report of Birth (See Report of Birth Requirements); original and one (1) photocopy;
5. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian;
6. For minor children below 18 years old applying for new passport and unaccompanied by both parents, notarized Affidavit of Consent to Travel issued by either one of the parents;
7. E-Passport Processing Fee – USD\$60.00 / Rs. 7,200.00

### II. BASIC REQUIREMENTS FOR PASSPORT RENEWAL

1. Personal appearance is required in all cases (including applicants who are 65 years old and above and minors who are below 18 years old). Application by mail is no longer allowed;
2. Do not bring passport pictures. Passport pictures are to be taken by the Embassy.
3. The applicant must wear decent attire (no sleeveless and/or collarless attire) and without eyeglasses/contact lenses. No facial piercing allowed;
4. Old passport (most recent) and one(1) photocopy of data page/s of old passport (Old passport is returned);
5. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian;
6. For minor children below 18 years old applying for new passport and unaccompanied by both parents, notarized Affidavit of Consent to Travel issued by either one of the parents;
7. In the case of applicants who are holding brown-colored and green-colored passports, PSA-issued birth certificate and marriage certificate (if married), must be submitted. Other proof of identification may be required by the processor as the case requires. The applicant should spell-out his or her middle name (not middle initial) as this will be reflected in the new passport.
8. E-Passport Processing Fee – USD\$60.00 / Rs. 7,200.00



## BASIC PASSPORT REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORT

1. Personal appearance and interview;
2. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian;
3. For minor children below 18 years old applying for new passport and unaccompanied by both parents, notarized Affidavit of Consent to Travel issued by either one of the parents;
4. Duly notarized Affidavit of Loss giving details of circumstances surrounding the loss of the passport;
5. Police Report, in case passport was lost as a result of robbery, theft or similar circumstances;
6. One (1) original and one (1) photocopy of Birth Certificate issued by the PSA in security paper (with seal pr PSA logo appearing on the upper left corner), barcode and signature and Authenticated by Department of Foreign Affairs (DFA) Manila. You may secure on by: (a) requesting a family member in Manila to secure one for you; or, (b) apply on-line through the PSA website: [www.ecensus.com.ph](http://www.ecensus.com.ph);
7. Lost Green/Machine-Readable Passport/ePassport Processing Fee USD\$150.00 / Rs. 18,000.00
8. Waiting period is fifteen (15) working days for clearance, on top of the eight (8) to ten (10) weeks processing period.

### III. ADDITIONAL REQUIREMENTS FOR SPECIAL CIRCUMSTANCES

#### 1. FOR MARRIED WOMAN WHO IS USING HUSBAND'S FAMILY NAME FOR THE FIRST TIME:

- **In case of woman married in Pakistan:** one (1) original and one (1) photocopy of the Report of Marriage (ROM) issued by the Philippine Embassy where the marriage took place.
- **In case of woman married in the Philippines:** one (1) original and one (1) photocopy of Marriage Contract duly authenticated by the Philippine Statistics Authority (PSA).

#### 2. FOR WOMAN DIVORCED BY NON-FILIPINO HUSBAND WHO IS REVERTING TO HER MAIDEN NAME:

- One (1) original and a photocopy of Judicial Recognition by the Philippine Court of the Decree of Divorce.

#### 3. OTHER REQUIREMENTS

The Consular Officer reserves the right to require additional proof or documents, pursuant to the Philippine Passport Law (R. A. 8239) and the Foreign Service Act (R.A. 7157).

### IV. REQUIREMENTS FOR PICTURES

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

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