

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
PASSPORT APPLICATION FORM

THIS APPLICATION FORM IS NOT FOR SALE. PLEASE DO NOT LEAVE ANY SPACES BLANK, INDICATE N/A IF NOT APPLICABLE.
PROVIDING FALSE STATEMENTS IN PASSPORT APPLICATIONS IS PUNISHABLE BY LAW (R.A. 11983).

APPLICATION TYPE:

ORDER OF PAYMENT: (FOR USE OF THE DFA ONLY.)

☐ ADULT ☐ MINOR (below 18 years of age)☐ EXPEDITE ☐ REGULAR ☐ LOST/DAMAGED ☐ OTHER FEES

LAST NAME / APELYIDO

FIRST NAME / PANGALAN (JR. / II / III)

MIDDLE NAME / GITNANG PANGALAN

PLACE OF BIRTH / POOK NG KAPANGANAKAN
(e.g. MAKATI MM or EGYPT)_____/_____/_____
DAY MONTH YEARSEX / KASARIAN ☐ MALE ☐ FEMALE

DATE OF BIRTH / PETSANG KAPANGANAKAN

NATIONAL ID NO.

Civil Status: ☐ Single ☐ Married ☐ Widow/er ☐ Legally Separated ☐ Annulled

Present Address:

Contact no.:

Email address:

Spouse's Name:

Spouse's citizenship:

Father's Name:

Father's citizenship:

Mother's Maiden Name:

Mother's citizenship:

Citizenship Acquired By: ☐ Birth ☐ Election ☐ Naturalization ☐ R.A. 9225 ☐ Others _____Have you ever acquired foreign citizenship? ☐ Yes ☐ No

If YES, from what country? _____

Mode of acquisition: ☐ Birth ☐ Naturalization ☐ Others _____Have you served in any foreign military? ☐ Yes ☐ No

If YES, from what country? _____

Have you renounced your Philippine Citizenship? ☐ Yes ☐ NoHave you been issued a foreign passport? ☐ Yes ☐ No

If YES, from what country? _____

Have you ever been issued a Philippine passport? ☐ Yes ☐ No

If YES, latest passport number? _____

Date of issue: _____ Place of issue: _____

I HEREBY DECLARE AND AFFIRM that (1) I am a Filipino citizen, (2) the information I provided in this application are true and correct, (3) the supporting documents are authentic, (4) I am aware that under the law, I am allowed to hold only one Philippine passport at any given time, (5) I am aware that making false statements in passport application, furnishing falsified or forged documents in support thereof are punishable by law.

PRIVACY POLICY: I understand that I am giving my unequivocal consent to the disclosure, collection, and use of my personal information and the data required under the New Passport Law and its Implementing Rules and Regulations. My consent effectively constitutes a waiver of any and all privacy rights pertaining to the disclosure, collection, and use of my personal information and data under the specific terms and condition found in the DFA Online Passport Appointment System Website's Privacy Policy and other pertinent DFA rules, regulations, policies on the matter, including the sharing of the above information with other Philippine Government agencies, subject to the Data Privacy Act of 2012. I authorize the DFA to publish my **First and Last Name** in the DFA website for the purpose of official advisory that my passport is available for release.

BY SIGNING BELOW. I acknowledge that I have carefully read this application form and fully understand its contents. I hereby voluntarily agree that if I am unable to attend my scheduled passport appointment or if my passport application is denied due to lack of documentary requirements or other reasons, my payment for the passport application will be forfeited and non-refundable.

Signature of Applicant or Parent / Legal Guardian (for minor applicants)**For MINOR applicants**

Accompanied by: _____

Relationship to the applicant: _____

Mobile No. (Accompanying adult): _____

In Case of Emergency

Name of Emergency Contact: _____

Mobile No.: _____ Relationship: _____

Present Address: _____

FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.

REMARKS:

RECEIVED CANCELED PASSPORT:

WL VERIFICATION:

Verifier:

Processor:

Encoder:

Signing Officer:

Transmission Officer:

PASSPORT REQUIREMENTS

I. Renewal of Passport (Adult)

1. Latest Passport and photocopy of first page;
2. Hong Kong Identity Card and one (1) photocopy;
3. 7x10 inch brown envelope with HK\$ 35.00 stamp (for mailing of passport);
4. Personal appearance of applicant;
5. For female applicants under the following circumstance:

A. Adopting husband's surname

1. PSA-issued Marriage Certificate or PSA-issued Report of Marriage and photocopy; and
2. PSA-issued Birth Certificate and photocopy.

B. Reversion to maiden surname

1. Any valid government-issued ID that bears the maiden last name;
2. PSA-issued Certificate of Live Birth or Report of Birth and photocopy;
3. Latest issued Philippine Passport; and
4. Further requirements for the following cases:

For widows:

- a. PSA-issued Death Certificate or Report of Death of spouse and photocopy or Foreign Death Certificate with English translation, apostilled or authenticated, if applicable

By Virtue of Annulment, Declaration of Nullity of Marriage, Judicially-recognized Foreign Divorce, Divorce under PD No. 1083, and Legal Separation:

- a. Original and photocopy of a PSA-issued Marriage Certificate or PSA-issued Report of Marriage with annotation reflecting the nullity or dissolution of marriage, judicial recognition of foreign divorce, judicial recognition of divorce under PD 1083, court decree of legal separation.

NOTE: A married woman who has used her husband's surname in her travel document **can** revert to her maiden name **only once** (upon severance of every subsisting marriage).

For other reasons of reversion to maiden names:

- PSA-issued Certificate of Live Birth or Report of Birth and photocopy;
- PSA-issued Marriage Certificate or PSA-issued Report of Marriage and photocopy;
- Notarized Affidavit of Explanation that includes a request for the reversion of maiden name in the Philippine passport or travel document and stating that the applicant has not hitherto availed of the reversion;
- Latest issued Philippine passport or travel document; and
- Any valid and existing government-issued ID reflecting the maiden name of the applicant.

C. Replacement of Mutilated Passport

1. Same as Renewal of Passport plus two (2) copies of Affidavit of Mutilation;
2. Hong Kong Identity Card and photocopy;
3. PSA-issued Birth Certificate or Report of Birth and photocopy;
4. 7x10 inch brown envelope with HK\$ 35.00 stamp (for mailing of passport);
5. Personal appearance of applicant; and
6. Data/biometrics/photo capture will be done on the next working day.

D. Replacement of Lost Passport

1. Photocopy of lost passport. If none, PSA-issued Birth Certificate/Report of Birth and photocopy;
2. PSA-issued Marriage Certificate or Report of Marriage and photocopy, if lost passport is under married name;
3. Two (2) copies of Affidavit of Loss;
4. Police Report and photocopy;
5. Photocopy of valid employment contract;
6. Hong Kong Identity Card and photocopy;
7. Letter from employer informing the Philippine Consulate General of their awareness of the applicant's lost passport;
8. 7x10 inch brown envelope with HK\$ 35.00 stamp except for applicant with Travel Document;
9. Personal appearance of the applicant; and
10. Data/biometrics/photo capture will be done on the next working day.

E. Renewal for citizens under RA 9225:

1. Latest issued Philippine Passport prior to change of citizenship and photocopy of the biopage;
2. Original and photocopy of Oath of Allegiance, Order of Approval, or Identification Certificate issued by a Philippine FSP; or Certificate of Retention/Re-acquisition of Philippine Citizenship or any equivalent document issued by BI;
3. Hong Kong Identity Card (for permanent resident);
4. 7x10 inch brown envelope with HK\$ 35.00 stamp (for mailing of passport); and
5. Personal appearance of applicant.

F. Renewal for naturalized Filipino citizens:

1. Latest Passport prior to change of citizenship and photocopy of the biopage;
2. Original and photocopy of Identification Certificate of Naturalization from Bureau of Immigration (BI), or Certificate of Naturalization issued by the Special Committee on Naturalization, or copy of the final Court Judgment or Law granting Philippine citizenship;
3. Hong Kong Identity Card (for permanent resident);
4. 7x10 inch brown envelope with HK\$ 35.00 stamp (for mailing of passport); and
5. Personal appearance of applicant.

II. Minor Applicants (new/renewal/lost passport)

1. PSA-issued Report of birth or PSA-issued Birth Certificate:
 - a. Report of Birth issued by the Philippine Consulate General, **if born in Hong Kong (not Hong Kong birth certificate).**
 - b. PSA-issued Birth Certificate, **if born in the Philippines.**
 - c. PSA-issued Report of birth issued by the Philippine Embassy or Consulate General, **if born in other countries; and photocopy.**
2. Latest Passport and photocopy of biopage;
3. Parents' Passports and photocopies of biopage;
4. Parents' PSA-issued Marriage Certificate or PSA-issued Report of Marriage and photocopy. If not married, a Special Power of Attorney (SPA) executed by the mother authenticated by the Department of Foreign Affairs will be required if she is not accompanying the child;
5. 7x10 inch brown envelope with HK\$ 35.00 stamp (for mailing of passport);
6. Personal appearance of minor, accompanied by either parent;
7. Additional requirements for lost passport:
 - a. Two (2) copies of Affidavit of Loss.
 - b. Original and photocopy of Police Report, HK Identification Card and School ID.
 - c. Data/biometrics/photo capture will be done on the next working day.

III. Travel Document Requirements

1. Photocopy of expired/mutilated/lost passport.
2. Hong Kong Identity Card and photocopy.
3. Four (4) copies passport size photo with white background.
4. Copy of airline ticket.
5. Personal appearance of applicant.
6. In case of following:

Expired/Mutilated Passport:

- a. Photocopy of valid employment contract.
- b. Photocopy of latest Hong Kong visa.
- c. Two (2) copies of Affidavit of Mutilation.

Lost Passport:

- a. If copy of lost passport is not available, PSA-issued Birth Certificate or Report of Birth and photocopy.
 - b. PSA-issued Marriage Certificate or Report of Marriage and photocopy, if lost passport is under married name.
 - c. Two (2) copies of Affidavit of Loss.
 - d. Police Report and photocopy.
 - e. Hong Kong ID or any of the ID's acceptable for Philippine Passport application*
7. Travel Document will be issued on the next working day.

NOTE: The Consulate reserves the right to require additional documents deemed necessary.

***PHILIPPINE IDs ACCEPTABLE FOR PHILIPPINE PASSPORT APPLICATION:**

Unified Multipurpose ID, COMELEC Voter's ID, GSIS Card, SSS Card, OWWA E-card, LTO Driver's License, Bangsamoro Land Transportation Office (BLTO) – issued driver's license issued from 2022 and onwards only, Professional Regulatory Commission ID, Senior Citizen ID, Seafarer's Record Book or Seafarers Identity Document issued by MARINA from Feb 2020 onwards.

PHOTO CAPTURING REQUIREMENTS

- Wear decent attire, with collar and sleeves.
- Use of contact lenses for medical reasons is accepted, provided that the contact lenses do not change the applicant's true eye color.
- Wearing of veil is accepted for religious or medical reasons.
- Earrings, nose rings, necklaces and hair accessories should be removed prior to photo capturing.
- Frizzy/Afro hairstyles should be neatly arranged to show full frontal facial image.

FEES:

Passport	HK\$	480.00
Lost Green / MRP Passport	HK\$	800.00
Lost ePassport	HK\$	1,200.00
Amendment / Extension	HK\$	200.00
Affidavit of Mutilation	HK\$	200.00
Affidavit of Loss	HK\$	200.00
Travel Document	HK\$	240.00

Note: Philippine Statistics Authority (PSA) is the former National Statistics Office (NSO)