

## **REQUIREMENTS FOR REGULAR PASSPORT APPLICATION**

### **ADULT NEW APPLICANT**

#### **A. PRIMARY REQUIREMENTS**

1. Personal Appearance
2. Accomplished application form
3. Fee \$60.00
4. Original Philippine Statistics Authority (PSA)-issued, Department of Foreign Affairs (DFA)- Authenticated Birth Certificate on Security Paper.
  - Married Females must **also** submit original PSA-issued, DFA-Authenticated Marriage Contract on Security Paper or Report of Marriage.
5. Any of the following valid IDs **with one 1 photocopy:**
  - Social Security System (SSS)/ Government Service Insurance System (GSIS) Unified Multi-Purpose Identification (UMID) Card
  - Land Transportation Office (LTO)- issued Driver's License
  - Professional Regulatory Commission (PRC) ID
  - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
  - Commission on elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
  - Philippine National Police (PNP) Firearms License
  - Senior Citizen ID
  - Persons with Disabilities (PWD) ID
  - School ID (for students)

#### **B. SUPPORTING DOCUMENTS**

In addition to the primary requirements, the following supporting documents will be further required in the following cases:

1. **In case of late Registered Birth Certificate:**
  - If Birth Certificate was registered at least ten (10) years ago, application will be treated as a regular application, and no additional supporting documents will be required
  - If Birth Certificate was registered less than ten (10) years ago, applicant must submit IDs that pre-date the late registration

- If applicant has no IDs that pre-date the late registered Birth Certificate, applicant must produce current IDs and National Bureau of Investigation (NBI) Clearance

**2. In case applicant has NO Birth Certificate or Report of Birth:**

- If applicant is born AFTER 1950:
  - Applicant must first file for late registration with the Local Civil Registrar or Consular Office with jurisdiction over the place where applicant was born. Applicant will then submit the original copy of the PSA- issued, DFA- authenticated late registered Birth Certificate with the requisite supporting documents and IDs that pre-date the late registration.
- If applicant is born ON OR BEFORE 1950:
  - Applicant must submit original PSA -issued, DFA- authenticated Certificate of No Birth Record **and** Affidavit of Two Disinterested Persons attesting to the identity of the applicant.

**3. If an applicant's marriage has been dissolved and wants to revert to her maiden surname**

- Applicant must submit the original copy of the annotated PSA- issued, DFA- authenticated Marriage Certificate (MC) or Report of Marriage (ROM) stating that the marriage has been dissolved ; or
- Alternatively, if the annotated MC or ROM from PSA is not yet available, applicant must submit a Certified True Copy of the Court Order dissolving the marriage **and** a Certificate of Finality from the court

**4. If applicant has lacking data in Birth Certificate or Report of Birth**

- Applicant must submit proof of filing of supplemental Report or correction from the Local Civil Registrar (LCR)

**5. If applicant has discrepancy in data in Birth Certificate / Report of Birth and other documents<sup>1</sup>**

- Discrepancy in first name:
  - Applicant must submit a copy of the petition and supporting documents for correction of first name filed with LCR or consulate
- Discrepancy in other data:
  - Applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry

**6. If the applicant is a Dual Citizen**

- Original PSA-issued, Department of Foreign Affairs (DFA)-authenticated Birth Certificate/Report of Birth **and** Original Identification Certificate issued by the Foreign Service Post (FSP) or the Bureau of Immigration (BI) **and** a photocopy
- Government issued IDs (Philippine or from country of second citizenship)

**7. If applicant is a Naturalized Filipino Citizen**

- Identification Certificate of Naturalization from BI

**8. If applicant obtained Filipino citizenship by Election**

- Affidavit of Election of Philippine Citizenship
- Identification Certificate of Election from BI

**9. If applicant has been granted citizenship by Act of Legislation**

- Certified True Copy of the law granting citizenship
- Foreign Birth Certificate authenticated by Philippine FSP

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<sup>1</sup> If the discrepant data is in the BC, the applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry. If the discrepant data is in the other documents, the BC will be followed.

