

DOCUMENTARY REQUIREMENTS FOR MINOR APPLICANT

A. PRIMARY REQUIREMENTS

1. NEW

- Accomplished application form
- Personal appearance of minor applicant **and** either parent or authorized adult companion
- PSA- issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate
- Passport or valid Government-issued ID of either parent
- School ID (if available)
- Fee \$60.00

2. RENEWAL

- Accomplished application form
- Personal appearance of minor applicant **and** either parent or authorized adult companion
- Marriage Certificate is required if only one parent is accompanying the child. If parents are unmarried, an Affidavit of Support and/or Consent executed by the Mother will be required if she is not accompanying the child. If Affidavit of Support and/or Consent is executed abroad, it must be authenticated by the Philippine Embassy or Consulate
- Original and photocopy of proof of filiation and/or guardianship
- Passport or valid Government issued ID of either parent with one (1) photocopy
- Fee \$60.00

B. SUPPORTING DOCUMENTS

In addition to the primary requirements, the following SUPPORTING DOCUMENTS will be further required in the following cases:

1. In case applicant has No PSA Birth Certificate/Report of Birth yet

- **If born in the Philippines:** Certified True Copy of Local Civil Registrar Birth Certificate authenticated by PSA
- **If born abroad:** Original Report of Birth or first endorsement from Consular Records Division

2. In case applicant is not accompanied by the parent/s during the application process

- 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 if executed abroad
- Passport or valid Government issued ID of authorized adult companion

3. In case applicant is not traveling with parent/s

- 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 if executed abroad
- Passport or valid Government issued ID of authorized adult companion

4. In case applicant is an illegitimate child in custody of the Mother

- Personal Appearance of minor applicant **and** mother or authorized adult companion
- PSA- issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate
- Passport or Valid Government issued ID of mother or authorized Adult companion

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 if executed abroad.

- Passport or Valid Government issued ID of either parent
- Current Passport of the applicant
- School ID (if available)
- *If applicant is not travelling 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 if executed abroad.*

5. If the applicant is an illegitimate child and mother is deceased / absent and father is unknown

- Personal appearance of minor applicant **and** adult guardian
- PSA-issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate
- Valid Passport or valid government ID of adult guardian
- DSWD Clearance
- Affidavit of Guardianship

6. If the minor applicant is undergoing or has undergone the process of domestic adoption

- Personal appearance of minor applicant **and** adoptive parent/s
- PSA-issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate
- Valid passport or valid government issued ID* of adoptive parent/s

- Court Decree of Adoption
- *If applicant is not accompanied by 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 Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad.
- *If applicant is not traveling with adoptive parent/s*, 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 if executed abroad.

7. If the minor applicant is undergoing or has undergone the process of foreign adoption/Inter Country Adoption Board (ICAB) adoption process

- Personal appearance of minor applicant **and** ICAB representative
- PSA-issued, Department of Foreign Affairs (DFA)- authenticated Birth Certificate/PSA Certificate of Foundling
- Endorsement from ICAB
- Certificate of Child Available for Adoption/Deed of Voluntary Commitment
- Placement Authority issued by ICAB

8. If the applicant is a foundling NOT for adoption

- Personal appearance of minor applicant **and** adult guardian
- PSA-issued, Department of Foreign Affairs (DFA) authenticated Certificate of Foundling
- Passport or Valid Government issued ID of adult guardian
- DSWD clearance
- Affidavit of guardianship

List of Acceptable IDs for Philippine Passport Application

(Any of the following with one (1) photocopy):

- 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
- Overseas Workers Welfare Administration (OWWA) E-Card
- Commission on Elections (COMELEC) Voter's ID **or** Voter's Certificate issued from COMELEC main office in Intramuros, Manila (Certificates issued in COMELEC's regional offices may require further verification. Applicants are requested to present NBI or police clearance along with the Voter's Certificate).
- Philippine National Police (PNP) Permit to Carry Firearms Outside Residence
- Senior Citizen ID
- Airman License (issued August 2016 onwards)
- Philippine Postal ID (issued November 2016 onwards)
- Seafarer's Record Book (SRB) issued by the Maritime Industry Authority (MARINA)
- Valid or Latest Passport (For Renewal of Passport)
- For minor applicants, School ID OR Certificate of Enrolment with photo of minor and dry seal of school may be presented

Note

- 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 contains 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.