

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
Diplomatic and Official Passports Section
Tel. No. 651-9419; Fax No. 836-7765; e-mail oca.dops@dfa.gov.ph

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 STATEMENT IN THE PASSPORT APPLICATION FORM IS PUNISHABLE BY LAW (R.A. 8239)

LAST NAME _____	FIRST NAME (Jr., Sr., II, III) _____
MIDDLE NAME _____	PLACE OF BIRTH _____
DATE OF BIRTH (DD/ MONTH IN WORDS /YYYY) ____ / ____ / ____	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

Civil Status: Single Married Widow/er Legally Separated Annulled

Complete Address: _____ Tel. No. / Mobile No. _____
 _____ e-mail address: _____

Spouse's Name: _____ Citizenship: _____
 Father's Name: _____ Citizenship: _____
 Mother's Maiden Name: _____ Citizenship: _____

Citizenship acquired by: Birth Election Marriage Naturalization R.A. 9225 Others _____

Are you a holder of a foreign passport: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, from what country? _____	Have you ever been issued a Diplomatic / Official passport: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, indicate latest passport no. : _____ Issuance Date: _____ Place Issued: _____
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PURPOSE OF TRAVEL: _____
DATE OF TRAVEL: _____
DESTINATION: _____ **TRANSIT / LAY-OVER:** _____

REQUEST FOR NOTEVERBALE? YES NO
 (FOR VISA REQUIREMENTS PLEASE COORDINATE WITH THE CONCERNED EMBASSY / CONSULATE)

I SOLEMNLY SWEAR UNDER THE PENALTY OF LAW that the statements made on this application form are true and the attached documents are authentic. Likewise, I hereby declare that I have been made aware of the application requirements and swear to submit all lacking requirements on the date of release. I also acknowledge that the Department has the right to hold the release of my passport until I have satisfied all requirements.

Signature of Applicant

DO NOT WRITE BELOW THIS PART. FOR THE DEPARTMENT OF FOREIGN AFFAIRS' USE ONLY.

Passport Type: <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official	Validity: _____	Passport Slip No: _____
Designation: _____ _____		

Received cancelled passport: _____ Signature over printed name	Received new passport: _____ Signature over printed name
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REMARKS: Released by: _____	Date : _____ Processor : _____ Encoder : _____ Approving Officer : _____
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DOCUMENTARY REQUIREMENTS

FOR NEW APPLICANT

- Personal appearance
- Duly accomplished application form
- Original PSA Birth Certificate (if details in birth certificate are unreadable, provide local copy of birth certificate of the same format. If still unreadable applicant must provide a transcribed copy of the birth certificate from the Local Civil Registrar where the applicant was born / registered) or present and submit a photocopy of regular e-passport.
- For married women, submit also original PSA Marriage Contract (if details in marriage contract are unreadable, provide local copy of the marriage contract of the same format. If still unreadable, applicant must provide a transcribed copy of the marriage contract from the Local Civil Registrar where the marriage was registered).

In Case of No Birth Record

If born in or after 1950

- Certificate of Non-availability of Birth Record from the PSA;
- Apply for the delayed registration of birth at the local civil registrar;
- Submit original PSA Birth Certificate and supporting documents indicating date, of birth and citizenship;
- Any public document indicating date , place of birth and citizenship
- Government Issued ID

If born before 1950

- Certificate of Non-availability of Birth Record from the PSA;

- Notarized Joint Birth Affidavit of Two Disinterested Persons;
- Any public document indicating date, place of birth and citizenship.
- Government Issued ID

FOR PASSPORT RENEWAL

- Personal appearance
- Present and submit photocopy of the data page of old diplomatic / official e-passport; For those with passports issued before October 2010, submit original readable PSA Birth Certificate (if details in birth certificate are unreadable, provide local copy of birth certificate of the same format. If still unreadable applicant must provide a transcribed copy of the birth certificate from the Local Civil Registrar where the applicant was born / registered) or present and submit a photocopy of regular e-passport.
- For married women, submit also original PSA Marriage Contract (if details in marriage contract are unreadable, provide local copy of the marriage contract of the same format. If still unreadable, applicant must provide a transcribed copy of the marriage contract from the Local Civil Registrar where the marriage was registered).

FOR LOST PASSPORT

- Submit Affidavit of Loss.
- If lost passport is still valid, submit Police Report and Affidavit of Loss. There will be a 15-day clearing period prior to the processing of application for a replacement of lost valid e-passport.
- Submit same documents required for new passport applicants.

ADDITIONAL REQUIREMENTS

1. Original and/or Certified True Copy of Signed Travel Authority;
2. Endorsement Letter addressed to DFA (Endorsement Letter is no longer required if Travel Authority is already addressed to DFA);
3. Letter of Invitation from sponsor / organizer;
4. Original Training Contract if duration of training, fellowship, scholarship and/or study grant is one (1) month or longer;
5. Original latest Service Record;
6. Original Certificate of No Pending Administrative Case;
7. Certified True Copy of Presidential Full Powers or Appointment Paper (for presidential appointees);
8. Certified True Copy of Approved Civil Service Appointment (for co-terminus appointees);
9. Certified True Copy of Oath of Office (for Elected Officials);
10. Photocopy of Applicant's Office I.D. and Authorized Representative's I.D.; and,
11. For transit to countries where visa is required, submit confirmed flight itinerary.

***As required by the US Embassy – Manila, applicants traveling to the United States of America are requested to provide following documents to pertaining to 1) where official travel will take place, 2) brief description of their duties and responsibilities, and 3) company / organization sponsoring the travel.**

Per Department Order No. 15-10 dated 21 October 2010, the applicable fees for the diplomatic and official e-Passports are as follows:

Regular processing of Diplomatic/Official e-Passport (7 working days)	-	P	950.00
Expedite processing of Diplomatic/Official e-Passport (5 working days)	-	P	1, 200.00
Penalty for lost Diplomatic/Official Passport	-	P	350.00

REMINDER

The applicant is responsible in securing a visa to his/her country of destination and/or transit. It is advised that the applicant consult the concerned Embassy or Consulate of the country of transit/destination for the latest visa and related travel advisories before the date of departure.