

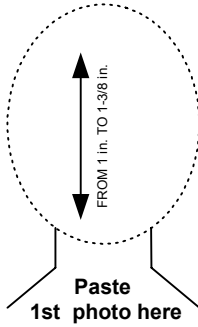


Revised FEBRUARY 2004 (USA)

PASSPORT APPLICATION

APPLICATION SHALL BE COMPLETELY ACCOMPLISHED, ANSWERS TYPED OR PRINTED LEGIBLY WITH BLACK OR BLUE INK, THUMBMARKS PRINTED CLEARLY AND ALL REQUIREMENTS SUBMITTED, OTHERWISE APPLICATION SHALL BE RETURNED UNPROCESSED. FOR INAPPLICABLE ENTRIES WRITE N/A.

Staple edges of 2nd and 3rd photos here



1. LAST NAME (surname or family name)		PLACE APPLICANT'S THUMBMARKS HERE	
2. FIRST NAME (given name(s) written on birth certificate)		LEFT THUMBMARK	RIGHT THUMBMARK
3. MIDDLE NAME (mother's maiden surname, or if married, applicants's maiden surname)			
4. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	5. CIVIL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED		

FOR OFFICIAL USE ONLY		
NEW PASSPORT NUMBER		
DATE OF ISSUE		
DATE OF EXPIRY		
MODE OF SUBMISSION OF APPLICATION <input type="checkbox"/> PERSONAL <input type="checkbox"/> MAIL/COURIER <input type="checkbox"/> TRAVEL AGENCY <input type="checkbox"/> REPRESENTATIVE		
DATE RECEIVED		
EVIDENCE OF APPLICANT'S CITIZENSHIP <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Report of Birth <input type="checkbox"/> Passport <input type="checkbox"/> Naturalization Cert. <input type="checkbox"/> Others: _____		
RECEIVER	CASHIER	LOL
PROCESSOR	SCRIPTER	ENCODER
SIGNING OFFICER		
FEE	O.R. NO.	
SERVICE NO.		
REMARKS		
DATE DUE	TIME DUE	
PASSPORT RELEASED TO		
PRINTED NAME AND SIGNATURE		
DATE RECEIVED / MAILED TO APPLICANT		
MAIL / COURIER TRACKING NO.		

6. DATE OF BIRTH DAY MONTH (write whole word) YEAR		7. PLACE OF BIRTH (town or city, province or state , country)	
9a. APPLICATION TYPE <input type="checkbox"/> NEW PASSPORT <input type="checkbox"/> RENEWAL OF PASSPORT <input type="checkbox"/> REPLACEMENT OF LOST PASSPORT		9b. NO.OF PASSPORT PAGES REQUESTED <input type="checkbox"/> 32 pages <input type="checkbox"/> 64pages	
8a. PREVIOUS PASSPORT NUMBER		8b. DATE AND PLACE OF ISSUE OF PREVIOUS PASSPORT	
10. IF MARRIED, NAME AND ADDRESS OF SPOUSE, OR NAME OF DECEASED SPOUSE			
11a. NAME OF APPLICANT'S FATHER (first name, full middle name, last name)		11b. FATHER'S CITIZENSHIP	
12a. NAME OF APPLICANT'S MOTHER (first name, full maiden surname, last name)		12b. MOTHER'S CITIZENSHIP	
13. HOW PHILIPPINE CITIZENSHIP WAS ACQUIRED <input type="checkbox"/> BIRTH <input type="checkbox"/> ELECTION <input type="checkbox"/> MARRIAGE <input type="checkbox"/> NATURALIZATION <input type="checkbox"/> OTHERS _____			
14. ADDRESS IN U.S. OR COUNTRY OF RESIDENCE (house no., street, town or city, state, country, postal zone)			
15. CONTACT TEL. NO. (include area code)		16. E-MAIL ADDRESS / FAX NO. / WORK TEL. NO.	
17. PRESENT OCCUPATION		18. WORK ADDRESS	
19. ADDRESS IN THE PHILIPPINES (house no., street, town or city, province, postal zone)			
20a. IS THIS APPLICATION TO BE FILED BY ANOTHER PERSON OR ENTITY ON YOUR BEHALF? <input type="checkbox"/> YES <input type="checkbox"/> NO			
20b. IF YES, INDICATE REPRESENTATIVE'S NAME, ADDRESS AND RELATIONSHIP TO APPLICANT		20c. SIGNATURE OF REPRESENTATIVE	

I SOLEMNLY SWEAR UNDER PENALTY OF LAW that I am a Filipino; I am the person in the attached photograph; the thumbmark prints on this form are mine; I have never made false representations in any of my passport applications; the statements made on this Application Form are true and correct; and the attached supporting documents are authentic.

DATE OF APPLICATION

SIGNATURE OF APPLICANT

IMPORTANT: IF APPLICANT IS UNABLE TO APPLY IN PERSON, THIS FORM SHALL BE NOTARIZED.

SUBSCRIBED AND SWORN to before me this _____ day
of _____, at _____.

Book No.
Page No.
Series of

NOTARY PUBLIC

PLEASE SEE REVERSE SIDE FOR REQUIREMENTS

REQUIREMENTS FOR ISSUANCE OF PASSPORT

BASIC REQUIREMENTS FOR FIRST-TIME APPLICANT (FOR APPLICANT BORN OUTSIDE THE PHILIPPINES)

1. Personal appearance, except child below three (3) years old
2. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by either parent or the legal guardian upon presentation of proof of guardianship, and bearing applicant's left and right thumb marks
3. For minor below 18 years old, notarized *Affidavit of Consent to Travel* issued by either parent, or legal guardian upon presentation of proof of guardianship.
4. Three (3) identical 1.77 in. x 1.37 in. colored photographs
(See no. VII below.)
5. Report of Birth (See *Report of Birth Requirements*)
6. Passport Processing Fees (See no. VIII below.)
 - a. US\$ 50.00 for 32 page booklet or
 - b. US\$ 60.00 for 64 page booklet

II. BASIC REQUIREMENTS FOR PASSPORT RENEWAL

1. Old passport (most recent) and one (1) photocopy of data page(s) of old passport (Old passport is returned.)
2. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by either parent or the legal guardian upon presentation of proof of guardianship, and bearing applicant's left and right thumb marks
3. For minor below 18 years old, notarized *Affidavit of Consent to Travel* issued by either parent, or the legal guardian upon presentation of proof of guardianship.
4. Three (3) identical 1.77 in. x 1.37 in. colored photographs
(See no. VII below.)
5. If old passport does not spell out the applicant's complete middle name: one (1) original or certified true copy and one (1) photocopy of proof of middle name, such as birth certificate and baptismal certificate etc.
6. Passport Processing Fees (See no. VIII below.)
 - a. US\$ 50.00 for 32 page booklet or
 - b. US\$ 60.00 for 64 page booklet

III. BASIC 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 either parent or the legal guardian upon presentation of proof of guardianship, and bearing applicant's left and right thumb marks
3. For minor below 18 years old, notarized *Affidavit of Consent to Travel* issued by either parent, or the legal guardian upon presentation of proof of guardianship
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 other similar circumstances
6. Three (3) identical 1.77 in. x 1.37 in. colored photographs
(See no. VII below.)
7. One (1) original or certified true copy and one (1) photocopy of Birth Certificate authenticated by the NSO. (Original birth certificate is returned.)
8. In the absence of a Birth Certificate, one (1) original or certified true copy and one (1) photocopy each of other documents that may be required by the Consular Officer pursuant to R.A. 8239 & D.O. 11-97 such as Baptismal Certificate, Seaman's Book, etc. (Original documents are returned.)
9. Lost Passport Processing Fees (See no. VIII below.)

Passport Fee	US\$ 90.00
Communication Fee	US\$ 10.00
Total Fees	US\$100.00.
10. **Waiting period is minimum of fifteen (15) working days.**

IV. ADDITIONAL REQUIREMENTS FOR SPECIAL CIRCUMSTANCES

- A. **FOR MARRIED WOMAN WHO IS USING HUSBAND'S FAMILY NAME FOR THE FIRST TIME**
 1. In case of woman married in the U.S.: Report of Marriage (See *Report of Marriage Requirements*.)
 2. In case of woman married in the Philippines : one (1) original or certified true copy and one (1) photocopy of Marriage Contract duly authenticated by the Philippine National Statistic Office (NSO)
- B. **FOR WOMAN DIVORCED BY NON-FILIPINO HUSBAND WHO REMARRIED & IS USING NEW HUSBAND'S NAME OR REVERTING TO HER MAIDEN NAME**
 1. One (1) original or certified true copy and one (1) photocopy of Judicial Decree of Divorce
 2. Report of Dissolution of Marriage (See *Report of Dissolution of Marriage Requirements No. IV A 2 above*)

3. Report of Marriage (*Same requirements as no. IV A(1) & (2)*)

C. 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.)

N.B. Supporting original documents are returned.

V. ADDITIONAL REQUIREMENTS FOR APPLICATION BY MAIL/COURIER

All applications submitted by mail or courier service and through travel agencies or representatives **shall be duly notarized.**

VI. ADDITIONAL REQUIREMENTS TO HAVE PASSPORT RETURNED BY MAIL OR COURIER

A. APPLICANT RESIDING IN U.S. AND U.S. TERRITORIES

To have the newly issued and old passports returned by mail, **enclose a self-addressed U.S. Postal Service Express Mail envelope**, with stamps required to send **0.5 lbs.** of documents. **(Please do not use P.O. Box mailing address.) Metered stamp, personal check and personal money order are not accepted.**

B. APPLICANT RESIDING IN U.S. TERRITORIES OR OTHER COUNTRIES WITHIN THE EMBASSY'S JURISDICTION

To have the newly issued and old passports returned by courier, enclose a **treasurer's, manager's or certified check, issued by a local bank that has a corresponding bank in the U.S., payable to the courier of choice**, such as FEDEX, UPS or DHL, in **U.S. dollars**, in the amount required to send **0.5 lbs.** of documents. **(Please do not use P.O. Box mailing address.) Metered stamp, personal check and personal money order are not accepted.**

N.B. The Embassy of the Philippines assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant shall note the tracking numbers of all envelopes used and submitted.

VII. REQUIREMENTS FOR PICTURES

The three (3) identical 1.77 in. x 1.37 in. photographs shall be colored with plain white background, taken within six months before the date of application, showing clear front view of applicant's face, without eyeglasses and without unnatural piercing, and applicant wearing clothes with collar and sleeves. Blurred or low quality photos are not accepted.

VIII. REQUIREMENTS ON PROCESSING FEES

Passport processing fees are non-refundable and payable only in cash, when personally applying; or money order issued in the U.S., certified, treasurer's, manager's or cashier's check issued by a bank in the U.S. or by a local bank that has a corresponding bank in the U.S., payable to the Embassy of the Philippines, when applying by mail. Personal check and personal money order are not accepted.

IX. RELEASING TIME

A. APPLICATION SUBMITTED PERSONALLY

Passport is released from 4:00 p.m. on the following business day from receipt by the Embassy of the duly accomplished application form and all requirements.

B. APPLICATION SUBMITTED THROUGH MAIL OR COURIER

Passport is mailed within five (5) working days after receipt by the Embassy of the duly accomplished application form and all requirements.

C. APPLICATION FOR LOST PASSPORT

Passport is released after a minimum of fifteen (15) working days from receipt by the Embassy of the duly accomplished application form and all requirements.

X. JURISDICTION OF THE EMBASSY OF THE PHILIPPINES

WASHINGTON, D.C., U.S.A.

Only applications from the following states, countries or territories are accepted at the Embassy in Washington D.C.:

U.S.: AL, DC, FL, GA, KY, MD, NC, SC, TN, VA and WV
FOR OTHER COUNTRIES AND TERRITORIES: Anguilla, Antigua and Barbuda, Bahamas, Barbados, Bermuda, British Virgin Islands, Dominica, Grand Cayman Islands, Grenada, Guadeloupe, Martinique, Netherland/Antilles, Puerto Rico, St. Lucia, St. Vincent and the Grenadines and St. Kitts & Nevis.

For other states, territories and countries please visit

www.philippineembassy-usa.org

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