

# **NOTICE TO APPLICANTS**

**FOR FULL LIST OF REQUIREMENTS PLEASE VISIT:**

**[consular.dfa.gov.ph](https://consular.dfa.gov.ph)**

**or**

**[consular.dfa.gov.ph/passport](https://consular.dfa.gov.ph/passport)**

# ACCEPTABLE VALID ID's

- Social Security System (SSS)/Government Service Insurance System (GSIS) Unified Multi-Purpose Identification (UMID) card.
- Land Transportation Office (LTO) 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 (VRR) from COMELEC Head-office or Regional Office.
- Philippine National Police (PNP) Firearms License
- Senior Citizen ID
- School ID (**for students**)

**Acceptable IDs** must have entries(i.e. name and birthday) that is consistent with the entries on the birth certificate.

# **IMPORTANT REMINDERS (MUST READ!)**

## **A. General**

- Applicants with upcoming flights are advised not to apply because **passports submitted during processing will be cancelled** since all processed applications will be subject to a courier/delivery service for release.
- The Passport on Wheels will **NOT** be processing walk-in applicants.
- The Passport on Wheels will **NOT** be processing **lost valid passports**.
- The Passport on Wheels **will be** processing **lost expired** passports. Applicants **will be treated as new and must comply with the requirements of a new applicant**. An **affidavit of loss** must also be submitted.

## **B. Renewal**

- For renewal of **Green Passports** and **any older passports**, as well as **Machine Readable Passports (Maroon)**, applicants **will be treated as new applicant and must comply with the new applicant requirements**. However, **the old passport MUST also be BROUGHT** during processing and a photocopy of the front data page and the back page must be submitted. The applicants **MUST ALSO** still use the **RENEWAL APPLICATION FORM**.
- For renewal of **E-passports/Electronic Passports**, applicants must bring the e-passport and a photocopy of the front/data page together with the application form.

## **C. Birth Certificate**

- If PSA Birth Certificate or PSA Marriage Contract **has unreadable/blurry entries**, applicants **must bring the local/transcribed copies** of their Birth and Marriage Certificates issued by their Local Civil Registry.
- If their Birth is **late registered**, please bring **predated ID's** that **predate the registration of birth**. If applicant has no predated ID's, **bring NBI Clearance (with correct name, birthday and birthplace that pertains to the birth certificate)**
- The NSO/PSA Birth Certificate and/or Marriage Contract must be on **security paper (SECPA)**.
- **Acceptable IDs** (see list) must have names and date of birth that is **consistent** with the entries on the birth certificate.
- Married women, applying for a new passport **MUST** also bring their **NSO/PSA Authenticated Marriage Contract on Security Paper together with the other requirements of a new applicant**.
- Married women, applying for renewal of E-passport (E-ppt), who want to **change their status and surname** must submit and bring their **Original NSO/PSA Authenticated**

**Marriage Contract on Security Paper** together with their e-passport and a photocopy of the data page of their e-ppt.

#### **D. Minor**

- **Children/Minors 8 years old and above MUST** bring their **school ID's** during the application.
- The **mother** must be the accompanying adult if the **minor is an illegitimate child**. If with father, marriage contract is required. If there is another companion other than the child's parents, they must have an **SPA and Affidavit of Support and Consent executed by the mother**. Mother/authorized companion must also have a valid ID (see list of acceptable IDs).