

## PASSPORT ASSISTANCE

NEW APPLICANT	RENEWAL
<p><b>NEW APPLICANT REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. PSA Birth Certificate(Original)</li> <li>2. NBI</li> <li>3. <b>2 valid ID's (atleast 1 government ID)</b> <p>List of ID's that are accepted:</p> <ul style="list-style-type: none"> <li>▪ Digitized SSS ID</li> <li>▪ Driver's License</li> <li>▪ Current Employment ID with Employment Certificate</li> <li>▪ Digitized BIR ID</li> <li>▪ PRC ID</li> <li>▪ Alumni ID</li> <li>▪ GSIS E-card</li> <li>▪ Old Employment IDs</li> <li>▪ Senior Citizen's ID</li> </ul> </li> <li>4. Any of these three (3) Supporting Documents <ul style="list-style-type: none"> <li>▪ Barangay Clearance</li> <li>▪ NBI Clearance</li> <li>▪ Voter's ID</li> <li>▪ Seaman's Book</li> <li>▪ PSA Marriage Contract</li> <li>▪ Police Clearance</li> <li>▪ Elementary of High School Form 137 or Transcript of Records with readable dry seal</li> <li>▪ Old documents issued at least one year prior to date of application that show correct name, date and place of birth, picture and signature of applicant such as the following: <ul style="list-style-type: none"> <li>▪ SSS – E1 Form or Microfilmed Copy of SSS – E1 Form</li> <li>▪ Community Tax Certificate</li> <li>▪ NSO Birth Certificate of child/children</li> <li>▪ School Yearbook</li> <li>▪ Income Tax Return</li> <li>▪ Voter's Certification, List of Voter's Registration Record (for newly issued VRR, please attach receipt)</li> </ul> </li> </ul> </li> </ol> <p><b><u>First Time Application and Renewal of Philippine Passport of a MINOR</u></b></p> <ul style="list-style-type: none"> <li>▪ PSA-issued Birth Certificate</li> <li>▪ PSA-issued Marriage Contract of the Child's parents, if applicable</li> <li>▪ Original Passport of the minor (if the application is for renewal)</li> <li>▪ Baptismal Certificate</li> <li>▪ Original passport of the minor's mother (for illegitimate children) or original passport of either parent (for legitimate children)</li> <li>▪ School ID, if the minor is a student</li> </ul>	<p><b>RENEWAL APPLICANT REQUIREMENTS</b></p> <ol style="list-style-type: none"> <li>1. Old Passport</li> </ol> <p><b><i>Lost Passport Applicant</i></b></p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>▪ Verification for the lost passport</li> <li>▪ Original Birth Certificate on National Statistics Office (NSO) security paper.</li> <li>▪ Affidavit of lost</li> <li>▪ Police report if valid</li> <li>▪ 2 valid ID's (atleast 1 government ID)</li> </ul> <p><b><i>ADDITIONAL REQUIREMENTS</i></b></p> <ol style="list-style-type: none"> <li>b. For Married women <ul style="list-style-type: none"> <li>• Marriage Certificate on NSO security paper</li> <li>• If married to a foreigner, Certificate of Filipino Overseas (CFO)</li> </ul> </li> <li>c. For Minor applicant (below 18 years old) <ul style="list-style-type: none"> <li>• Original passport of travelling companion</li> <li>• Photocopy of Birth Certificate (PSA)</li> <li>• If travelling with father, Marriage Certificate</li> <li>• If travelling with guardian: Affidavit of Support and Consent from Mother (authenticated by the nearest Philippine Embassy if Mother is abroad) Special Power of Attorney (authenticated by the nearest Philippine Embassy if Mother is abroad) DSWD Clearance</li> </ul> </li> <li>d. For Muslim applicants <ul style="list-style-type: none"> <li>• For those whose births were registered, please refer to requirements for first time passport applicants</li> <li>• For those whose births were not registered: Late registered Birth Certificate (BC) on NSO/PSA security paper</li> </ul> <p>Original and photocopy of Voter's Affidavit or other supporting documents indicating date and place of birth and citizenship, identity and tribal affiliation Certificate from the Office on Muslim Affairs (OMA)</p> <ul style="list-style-type: none"> <li>• For converts : <ul style="list-style-type: none"> <li>Submit annotated Birth Certificate (BC) on NSO/PSA security paper <ul style="list-style-type: none"> <li>▪ Court Order granting change of name</li> <li>▪ Shari'ah Court Order</li> <li>▪ OMA Certificate of Conversion</li> </ul> </li> </ul> </li> </ul> </li> </ol> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>***Kindly make sure all your details are correct, specially spelling of names. Travel agency is not liable for any corrections.</p> <p>***Submission of false information and falsified documents are punishable under Philippine Laws</p> <p>***Scheduling of passport may take 14 to 20 working days or more than depends on the status</p> <p>***Release of passport will take 20 to 30 workings days, regular electronic passport schedule.</p> </div>
