

Republic of the Philippines  
**DEPARTMENT OF FOREIGN AFFAIRS**  
**Diplomatic and Official Passports Section**  
Tel. No. 651 9419; Fax No. 836 7765; Email: 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 STATEMENTS IN THE PASSPORT APPLICATION IS PUNISHABLE BY LAW (R.A. 8239)

<b>LAST NAME</b> _____	<b>FIRST NAME (Jr., Sr., II, III )</b> _____
<b>MIDDLE NAME</b> _____	<b>PLACE OF BIRTH</b> _____
<b>DATE OF BIRTH</b> _____ _____ _____ Day                      Month (in words)                      Year	<b>GENDER:</b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

**Civil Status:**     Single             Married             Widow/er             Legally Separated             Annulled

Complete Address: \_\_\_\_\_ Tel. No./Mobile No.: \_\_\_\_\_  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Name of Spouse: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
 Name of Father: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
 Maiden/Single Name of Mother: \_\_\_\_\_ 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 <b>Diplomatic or Official Passport</b> ? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, latest Passport Number? _____ Date of Issue: _____ Place of Issue: _____
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<b>PURPOSE OF TRAVEL</b> : _____	
<b>DATE OF TRAVEL</b> : _____	
<b>DESTINATION</b> : _____	<b>Transit via:</b> _____
(FOR VISA REQUIREMENTS, PLEASE CONSULT/COMMUNICATE WITH THE CONCERNED EMBASSY/CONSULATE)	
<div style="border: 1px dashed black; display: inline-block; padding: 5px;"> <b>Request for Note Verbale</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No         </div>	
<b>OFFICE OF EMPLOYMENT</b> : _____	
<b>DESIGNATION</b> : _____	(As Stated in the Service Record)

**I SOLEMNLY SWEAR UNDER PENALTY OF LAW** that the statements made on this application form are true and the attached documents are authentic.

\_\_\_\_\_  
**Signature of Applicant**

Received Cancelled Passport: _____ Signature over Printed Name/Date	Received New Passport: _____ Signature over Printed Name/Date
REMARKS: 1. _____ 4. _____ 2. _____ 5. _____ 3. _____ _____ Conformé, Signature over Printed Name	<b>FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY.</b> <input type="checkbox"/> DIPLOMATIC <input type="checkbox"/> OFFICIAL  Date : _____ Time: _____ Processor : _____ Encoder : _____ Approving Officer : _____
Passport Sticker:	_____ <b>FRANK R. CIMA FRANCA</b> Assistant Secretary Office of Consular Affairs

# REQUIREMENTS

## **FOR NEW APPLICANT**

- Personal Appearance
- Duly accomplished application form
- Birth Certificate (BC) in Security Paper (SECPA) issued by the Philippine Statistics Authority (PSA) or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) duly authenticated by PSA or Present and submit a photocopy of regular passport.
  
- In Case of No Birth Record:
  - \***If born in or after 1950 :**
    - \* Apply for the delayed registration of birth at the local civil registrar;
    - \* Submit Authenticated Birth Certificate (PSA) and supporting document indicating date, of birth and citizenship;
    - \* Any public document indicating date , place of birth and citizenship.
  - \***If born before 1950 :**
    - \* Certificate of Non-availability of Birth Record from the NSO;
    - \* Notarized Joint Birth Affidavit;
    - \* Any public document indicating date, place of birth and citizenship.

- For Married Women, Submit Marriage Contract (MC) in Security Paper (SECPA) issued by PSA or CTC issued by the Local Civil Registrar duly authenticated by PSA.

## **FOR PASSPORT RENEWAL**

- Personal Appearance
- Present and submit photocopy of the data page of old diplomatic/official passport; For those with passports issued before October 2010, submit original readable Birth Certificate in security paper (SECPA) issued by PSA (if details in birth certificate is unreadable, provide a transcribed copy of the BC from the Local Civil Registrar (LCR) where the applicant was born)
- For Married Women, Submit Marriage Contract (MC) in Security Paper (SECPA) issued by PSA issued by the Local Civil Registrar duly authenticated by PSA.

## **FOR LOST PASSPORT**

- Submit Affidavit of Loss.
- If 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 passport.
- Submit same documents required for the new applicants.

## **ADDITIONAL REQUIREMENTS**

1. Original and/or Certified True Copy of Signed Travel Authority;
2. Endorsement Letter addressed to the DFA (Endorsement Letter is no longer required if Travel Authority is already addressed to the DFA);
3. Certified True Copy of the Letter of Invitation from Sponsor;
4. Training Contract, (Original Copy) in case the travel is for training, fellowship, scholarship and/or study grant;
5. NEDA Endorsement, (Original Copy) in case the travel is for training, fellowship, scholarship or study grant for the period of two (2) months or more;
6. Original Latest Service Record;
7. Original Certificate of No Pending Administrative Case/Record (CNPAC);
8. Certified True Copy of Presidential Full Powers or Appointment Paper (for Presidential Appointees);
9. Certified True Copy of Approved Civil Service Appointment (for co-terminus Appointees);
10. Certified True Copy of Oath of Office (for Elected Officials); and,
11. Photocopy of Applicant's Office I.D. and Authorized Representative's I.D.
12. For transit visa, submit confirmed flight itinerary.

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

<b>Regular processing of Diplomatic/Official e-Passport [7 working days]</b>	-	<b>P</b>	<b>950.00</b>
<b>Expedite processing of Diplomatic/Official e-Passport [5 working days]</b>	-	<b>P</b>	<b>1, 200.00</b>
<b>Penalty for lost valid Diplomatic/Official e-Passport</b>	-	<b>P</b>	<b>350.00</b>

## **REMINDER**

**The applicant is responsible in securing a visa to his 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.**