

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

**REVALIDATION/EXTENSION/AMENDMENT 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)

Type of Passport:		Passport No. :	_____
<input type="checkbox"/> Diplomatic		Date of Issue :	_____
<input type="checkbox"/> Official			

_____	_____	_____
<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MIDDLE NAME</b>

Complete Address	:	_____
Tel. No. Office	:	_____ Home: _____ Mobile: _____
E-mail address	:	_____

<b>PURPOSE OF TRAVEL</b>	:	_____
<b>DATE OF TRAVEL</b>	:	_____
<b>DESTINATION</b>	:	_____ Transit via: _____
		(FOR VISA REQUIREMENTS, PLEASE CONSULT/COMMUNICATE WITH THE CONCERNED EMBASSY/CONSULATE)
		<b>Request for Note Verbale</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>OFFICE OF EMPLOYMENT</b>	:	_____
<b>DESIGNATION</b>	:	_____
		(As Stated in the Service Record)

In Case of Amendment, specify changes:	
FROM	: _____
TO	: _____

**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

OR

\_\_\_\_\_  
Authorized Representative  
(Signature over Printed Name)

Required Documents for Submission: 1. _____ 2. _____ 3. _____ 4. _____ _____ Conformé, Signature over Printed Name	<b>FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY.</b> <input type="checkbox"/> Revalidation <input type="checkbox"/> Extension <input type="checkbox"/> Amendment Date of Revalidation : _____ Date of Validity : _____ Processor : _____ Encoder : _____ Approving Officer : _____
	RECEIVED PASSPORT:  _____ Signature Over Printed Name/Date

# REQUIREMENTS

*The holder shall submit his/her diplomatic/official passport to the Department of Foreign Affairs (Office of Consular Affairs Diplomatic and Official Passports Section) for revalidation prior to every departure from the Philippines. (IRR of RA 8239 Art. 8 Sec. 1)*

*Diplomatic/Official passport must have at least 6 (six) months validity before departure from the Philippines.*

**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/issuance of Diplomatic/Official e-Passport [7 working days]</b>	-	<b>P 950.00</b>
<b>Expedite/rush processing [5 working days]</b>	-	<b>P 1,200.00</b>
<b>Replacement of lost e-Passport</b>	-	<b>P 1,300.00</b>
<b>Extension of Passport validity</b>	-	<b>P 200.00</b>

## ADDITIONAL REQUIREMENTS

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

### **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.**