

DOCUMENTARY REQUIREMENTS

1. Original and/or Certified True Copy of Signed Travel Authority;
2. Endorsement Letter addressed to DFA (Endorsement Letter is no longer required if Travel Authority is already addressed to DFA);
3. Letter of Invitation from sponsor / organizer;
4. Original Training Contract if duration of training, fellowship, scholarship and/or study grant is one (1) month or longer;
5. Original latest Service Record;
6. Original Certificate of No Pending Administrative Case;
7. Certified True Copy of Presidential Full Powers or Appointment Paper (for presidential appointees);
8. Certified True Copy of Approved Civil Service Appointment (for co-terminus appointees);
9. Certified True Copy of Oath of Office (for Elected Officials);
10. Photocopy of Applicant's Office I.D. and Authorized Representative's I.D.; and,
11. For transit to countries where visa is required, submit confirmed flight itinerary.

***As required by the US Embassy – Manila, applicants traveling to the United States of America are requested to provide following documents to pertaining to 1) where official travel will take place, 2) brief description of their duties and responsibilities and 3) company / organization sponsoring the travel.**

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

Extension of Passport validity	-	P 200.00
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REMINDERS

Pursuant to RA 8239, the holder shall submit his/her diplomatic/official passport to the Department of Foreign Affairs for revalidation prior to every departure from the Philippines.

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

The applicant is responsible in securing a visa to his/her 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.