

**OFFICE OF CONSULAR AFFAIRS  
Passport Division**

**PASSPORT RECORD CERTIFICATION REQUEST FORM**

Date \_\_\_\_\_

The Director  
Passport Division

Madam:

I, \_\_\_\_\_, requests issuance of a  
(please check one)

- Certified True Copy of Passport
- Certificate of Passport Issuance
- Certificate of No Passport Issuance

for minor applicant \_\_\_\_\_, with passport number  
\_\_\_\_\_ with the following details (write 'NA' in the blank for  
passport number and leave the succeeding sections blank if a requesting a certificate of  
no passport issuance):

Place of Issue	_____
Date of Issue	_____
Last Name	_____
Given Name	_____
Middle Name	_____
Date of Birth	_____
Place of Birth	_____
Sex	_____

Purpose of request \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OVER PRINTED NAME  
OF PARENT OR LEGAL GUARDIAN**

Contact Number/s \_\_\_\_\_

E-mail address \_\_\_\_\_