



Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
Diplomatic and Official Passports Section  
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 PASSPORT APPLICATIONS IS PUNISHABLE BY LAW (R.A. 11983).

APPLICATION TYPE: \_\_\_\_\_ ORDER OF PAYMENT: (FOR USE OF THE DFA ONLY.)

ADULT  MINOR (below 18 years of age)

EXPEDITE  
(P 250.00)

REGULAR  
(P 950.00)

LOST/DAMAGED  
(P 1,300.00)

OTHERS  
\_\_\_\_\_

LAST NAME / APELYIDO	FIRST NAME / PANGALAN (JR. / II / III)
MIDDLE NAME / GITNANG PANGALAN	PLACE OF BIRTH / POOK NG KAPANGANAKAN
_____/_____/_____ DAY MONTH YEAR	SEX / KASARIAN <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF BIRTH / PETA NG KAPANGANAKAN	NATIONAL ID NO.

Civil Status:  Single  Married  Widow/er  Legally Separated  Annulled

Present Home Address:	
Tel. No. / Mobile No. :	Email address:
Spouse's Name:	Spouse's citizenship:
Father's Name:	Father's citizenship:
Mother's Maiden Name:	Mother's citizenship:

Citizenship acquired by:  Birth  Election  Naturalization  R.A. 9225  Others \_\_\_\_\_

Have you ever acquired foreign citizenship? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, from what country? _____ Mode of acquisition: <input type="checkbox"/> Birth <input type="checkbox"/> Naturalization <input type="checkbox"/> Others _____	Have you ever been issued a Philippine passport? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, latest passport number? _____ Date of issue: _____ Place of issue: _____
Have you served in any foreign military? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, from what country? _____	Have you ever been issued a Diplomatic / Official passport?: <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, indicate latest passport no. : _____ Date of issue: _____ Place of issue: _____

PURPOSE OF TRAVEL : \_\_\_\_\_  
DATE OF TRAVEL : \_\_\_\_\_  
DESTINATION : \_\_\_\_\_

**REQUEST FOR NOTE VERBALE?  YES  NO**  
(FOR VISA REQUIREMENTS PLEASE COORDINATE WITH THE CONCERNED EMBASSY / CONSULATE)

I HEREBY DECLARE AND AFFIRM that (1) I am a Filipino citizen, (2) the information I provided in this application are true and correct, (3) the supporting documents are authentic, (4) I am aware that under the law, I am allowed to hold only one Philippine passport at any given time, (5) I am aware that making false statements in passport application, furnishing falsified or forged documents in support thereof are punishable by law.

**PRIVACY POLICY:** I understand that I am giving my unequivocal consent to the disclosure, collection, and use of my personal information and the data required under the New Passport Law and its Implementing Rules and Regulations. My consent effectively constitutes a waiver of any and all privacy rights pertaining to the disclosure, collection, and use of my personal information and data under the specific terms and condition found in the DFA Online Passport Appointment System Website's Privacy Policy and other pertinent DFA rules, regulations, policies on the matter, including the sharing of the above information with other Philippine Government agencies, subject to the Data Privacy Act of 2012. I authorize the DFA to publish my **First and Last Name** in the DFA website for the purpose of official advisory that my passport is available for release.

**BY SIGNING BELOW.** I acknowledge that I have carefully read this application form and fully understand its contents. I hereby voluntarily agree that if I am unable to attend my scheduled passport appointment or if my passport application is denied due to lack of documentary requirements or other reasons, my payment for the passport application will be forfeited and non-refundable.

\_\_\_\_\_  
Signature of Applicant or Parent / Legal Guardian (for minor applicants)

<b>For MINOR Applicants</b> Accompanied by: _____ Relationship to the applicant: _____ Mobile No. (Accompanying adult): _____	<b>In Case of Emergency</b> Name of Emergency Contact: _____ Mobile No.: _____ Relationship: _____ Present address: _____
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FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.

Passport Type: <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official	Validity: _____	Official Receipt No: _____
Designation: _____		
Received cancelled passport: _____ Signature Over Printed Name	Received new passport: _____ Signature Over Printed Name	

REMARKS:	Date : _____
	Processor : _____
	Encoder : _____
	Approving Officer : _____
Released by: _____	

# DOCUMENTARY REQUIREMENTS

## FOR NEW APPLICANT

- Personal appearance;
- Duly accomplished application form
- Original PSA Birth Certificate (if details in birth certificate are unreadable, provide local copy of birth certificate of the same format. If still unreadable applicant must provide a transcribed copy of the birth certificate from the Local Civil Registrar where the applicant was born / registered) or present and submit a photocopy of regular e-passport. Original PSA Birth Certificate is no longer required for an applicant with a valid or previously issued regular passport;
- For married women, submit also original PSA Marriage Contract (if details in marriage contract are unreadable, provide local copy of the marriage contract of the same format. If still unreadable, applicant must provide a transcribed copy of the marriage contract from the Local Civil Registrar where the marriage was registered).

## In Case of No Birth Record

### If born in or after 1950 and if born before 1950

- Apply for the delayed registration of birth at the Local Civil Registrar or Consulate Office;
- Submit original PSA-issued late registered Certificate of Live Birth or Report of Birth;
- Government Issued ID
- Submit same documents required for the case of "Late Registered PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling".

## FOR PASSPORT RENEWAL

- Personal appearance;
- Present and submit photocopy of the data page of old regular / diplomatic / official e-passport; For those with passports issued before October 2010, submit original readable PSA Birth Certificate (if details in birth certificate are unreadable, provide local copy of birth certificate of the same format. If still unreadable applicant must provide a transcribed copy of the birth certificate from the Local Civil Registrar where the applicant was born / registered) or present and submit a photocopy of regular e-passport;
- For married women, submit also original PSA Marriage Contract (if details in marriage contract are unreadable, provide local copy of the marriage contract of the same format. If still unreadable, applicant must provide a transcribed copy of the marriage contract from the Local Civil Registrar where the marriage was registered).

## FOR LOST VALID ePASSPORT AND EXPIRED ePASSPORT

- Submit a Police Report in English;
- Submit a Notarized Affidavit of Loss in English;
- Submit same documents required for "New Passport Application".

## FOR MORE DETAILS:

- Please visit <https://consular.dfa.gov.ph/>

## ADDITIONAL REQUIREMENTS

1. Accomplished Diplomatic and Official Passport Application Form;
2. Requirements in the Section 10 of the IRR of R.A. 11983 (unless the applicant already has an existing valid regular passport whose details will be the basis for the issuance of the diplomatic/official passport);
3. Original and/or Certified True Copy of Signed Travel Authority;
4. Endorsement Letter addressed to DFA (Endorsement Letter is no longer required if Travel Authority is already addressed to DFA);
5. Letter of Invitation from sponsor / organizer;
6. Original Training Contract if duration of training, fellowship, scholarship and/or study grant is one (1) month or longer;
7. Original Certificate of No Pending Administrative Case;
8. Original latest Service Record;
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);
12. Photocopy of Applicant's Office I.D. and Authorized Representative's I.D.; and,
13. For transit to countries where visa is required, submit confirmed flight itinerary; and,
14. Original and photocopy of latest issued Diplomatic/Official Passport.

\*Holders of diplomatic and official passports shall submit to the DFA a report of their official travel.

**\*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**

Regular processing of Diplomatic/Official e-Passport (7 working days)	₱ 950.00
Expedite processing of Diplomatic/Official e-Passport (5 working days)	₱ 1,200.00
Penalty for lost Diplomatic/Official Passport	₱ 350.00

## RE M I N D E R

- **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.**
- **All fees applied for Diplomatic/Official Passport Application is non-transferable to Regular Passport Application (vice versa).**
- **All fees are non-refundable.**

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