



Republic of the Philippines  
**DEPARTMENT OF FOREIGN AFFAIRS**  
Diplomatic and Official Passports Section  
**REVALIDATION**



*THIS APPLICATION FORM IS NOT FOR SALE. PLEASE DO NOT LEAVE ANY SPACES BLANK, INDICATE N/A IF NOT APPLICABLE. PROVIDING FALSE STATEMENT IN THE PASSPORT APPLICATIONS IS PUNISHABLE BY LAW (R.A. 11983)*

**APPLICATION TYPE:**

**ADULT**  **MINOR** (below 18 years of age)

**TYPE OF PASSPORT:**

**Diplomatic** Passport No. : \_\_\_\_\_  
 **Official** Date of Issue : \_\_\_\_\_

_____ <b>LAST NAME / APELYIDO</b>	_____ <b>FIRST NAME / PANGALAN (JR. / II / III )</b>	_____ <b>MIDDLE NAME / GITNANG PANGALAN</b>
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Present Home Address: \_\_\_\_\_

Tel. No. Office : _____	Home : _____	Mobile No. : _____
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Email address : \_\_\_\_\_

**PURPOSE OF TRAVEL :** \_\_\_\_\_

**DATE OF TRAVEL :** \_\_\_\_\_

**DESTINATION :** \_\_\_\_\_ **TRANSIT / LAY-OVER :** \_\_\_\_\_

**REQUEST FOR NOTE VERBALE?**     **YES**     **NO**

(FOR VISA REQUIREMENTS PLEASE COORDINATE WITH THE CONCERNED EMBASSY / CONSULATE)

**OFFICE OF EMPLOYMENT :** \_\_\_\_\_

**DESIGNATION :** \_\_\_\_\_

**DATE OF LAST OFFICIAL TRAVEL:** \_\_\_\_\_

**LOCATION OF LAST OFFICIAL TRAVEL:** \_\_\_\_\_

**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.

**OR**

_____ <b>Signature of Applicant</b>		_____ <b>Signature of Authorized Representative</b>
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**For MINOR Applicants**

Accompanied by: \_\_\_\_\_

Relationship to the applicant: \_\_\_\_\_

Mobile No. (Accompanying adult): \_\_\_\_\_

**FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.**

<p><b>REMARKS:</b></p>   <p>Received by:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Signature Over Printed Name</b></p> <p>Released by: _____</p>	<p style="text-align: center;"><input type="checkbox"/> <b>Revalidation</b></p> <p>Date of Revalidation : _____</p> <p>Date of Validity : _____</p> <p>Processor : _____</p> <p>Encoder : _____</p> <p>Approving Officer : _____</p>
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## **DOCUMENTARY REQUIREMENTS**

1. Accomplished Diplomatic and Official Passport Application Form
  2. Original and/or Certified True Copy of Signed Travel Authority;
  3. For transit to countries where visa is required, submit confirmed flight itinerary;
  4. Authorization Letter signed by the passport holder along with the representative's original ID and its photocopy (If the application for revalidation is filed by a representative, or if the diplomatic or official passport will be claimed by a representative); and,
  5. Original and photocopy of latest issued Diplomatic/Official Passsport.
- \* For the complete list of the documentary requirements for New Passport Application and Renewal Passport Application, you may visit: <https://consular.dfa.gov.ph/> .**

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

## **REMINDER**

- Pursuant to R.A. 11983, the holder shall submit his/her Diplomatic/Official Passport to the Department of Foreign Affairs for the revalidation prior to every departure from the Philippines.
- Diplomatic/Official Passport must have at least six (6) 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.

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