

PASSPORT REQUIREMENTS

I. New Applicant

1. Birth Certificate in Security Paper from NSO with OR, Local Birth Certificate with NSO stamp (if NSO copy is not clear)
2. Marriage Certificate in Security Paper from NSO (for married women only)
* Local Marriage Certificate with NSO stamp (if NSO copy is not clear)
3. Photocopy of any valid ID (SSS, Driver's License, Voter's ID, and Co. ID w/ employment cert., School ID)
4. Any of the supporting documents in original copy with photocopy (NBI, Baptismal, Voter's Affidavit, TOR)
* If late registered, it should be at least two supporting documents
* if place of Birth is not in Region VII, recent billing statement, Co. ID w/ employment cert., Voter's Cert.
5. Personal Appearance (except 8 yrs. old below and Senior Citizen)
6. Three (3) pieces passport pictures (attire w/ collar and taken at DFA during personal appearance)
7. Add'l. docs. if MINOR (up to 17 y.o.):

Both parents are within the Phils.

- Passport of both parents (original & photocopy) and Personal Appearance of either parent

Both parents are outside the Phils.

- Original Affidavit of Support & Consent from both parents indicating the name of the traveling companion and relationship to the minor authenticated by the nearest Phil. Embassy or Consulate General
- Special Power of Attorney (SPA) from both parents indicating the name of the person applying in behalf of the minor authenticated by the nearest Phil. Embassy
- Photocopy of passport of both parents
- Original and photocopy of the passport of the person indicated in the SPA and Affidavit of support and consent
- Original and photocopy of DSWD Travel Clearance
- Original NSO Marriage Cert. with OR of parents

One of the parents is outside the Phils.

- If child is below 8 y.o. Affidavit of Support & Consent from the parent who is outside the Phils. indicating the name of the traveling companion and relationship to the minor authenticated by the nearest Philippine Embassy and passport of parent who is in the Phils.
- If child is between 8-17 y.o., passport of parent who is in the Phils. & NSO Marriage Cert. with OR
- If parent who is in the Philippines has no passport, notarized Affidavit of Support & Consent indicating the name of the travelling companion and relationship to the minor; Original and Photocopy of DSWD Travel Clearance.

Processing Schedule and Fees

Regular	:	25-30 working days	=	PhP 950.00
Rush	:	15-20 working days	=	PhP 1,250.00

- Personal Appearance schedule is between Monday to Friday from 1:00 – 7:00 PM.
- Working days EXCLUDE Saturdays, Sundays and Holidays. Start counting the day after personal appearance.