

REQUIREMENTS FOR REGULAR PASSPORT APPLICATION

I. ADULT NEW APPLICANT

A. CORE REQUIREMENTS

1. Personal appearance;
2. Accomplished application form;
3. Original and photocopy of Philippine Statistics Authority (PSA) authenticated Birth Certificate (BC) on Security Paper (SECPA), duly authenticated by the Department of Foreign Affairs (DFA) or Report of Birth (ROB) issued by the Philippine Embassy, Paris;

Married Females must **also** submit Original and photocopy of PSA Authenticated Marriage Contract (MC) on SECPA, duly authenticated by the DFA or Report of Marriage (ROM) issued by the Philippine Embassy, Paris;

4. Any of the following Valid IDs **with one (1) photocopy**:
 - Social Security System (SSS)/Government Service Insurance System (GSIS) Unified Multi-Purpose Identification (UMID) Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA)/Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - School ID (for students)

B. SUPPORTING DOCUMENTS

In addition to the core requirements, the following supporting documents will be further required in the following cases:

1. **In case of Late Registered Birth Certificate:**

- If BC was registered at least ten (10) years ago, application will be treated as a regular application, and no additional supporting documents will be required;
- If BC was registered less than ten (10) years ago, applicant must submit IDs that pre-date the late registration;

- If applicant has no IDs that pre-date the late registered BC, applicant must produce current IDs and National Bureau of Investigation (NBI) Clearance;

2. In case applicant has NO BC or ROB:

- If applicant is born AFTER 1950:
 - Applicant must first file for late registration with the Local Civil Registrar (LCR) or Consular Office with jurisdiction over the place where applicant was born. Applicant will then submit the original and photocopy of the PSA authenticated late registered BC, duly authenticated by the DFA, with the requisite supporting documents and IDs that pre-date the late registration;
- If applicant is born ON OR BEFORE 1950:
 - Applicant must submit original and photocopies of PSA Authenticated Certificate of No Birth Record, duly authenticated by the DFA **and** Affidavit of Two Disinterested Persons attesting to the identity of the applicant;

3. If an applicant's marriage has been dissolved and wants to revert to her maiden surname

- Applicant must submit the original and photocopy of the annotated PSA MC, duly authenticated by the DFA or ROM, issued by the Philippine Embassy, Paris, stating that the marriage has been dissolved; OR
- Alternatively, if annotated MC or ROM from PSA is not yet available, applicant must submit a Certified True Copy of the Court Order dissolving the marriage **and** a Certificate of Finality from the court, duly authenticated by the DFA;

4. If applicant has lacking data in Birth Certificate or Report of Birth

- Applicant must submit proof of filing of supplemental report or correction from the Local Civil Registrar (LCR) or Consulate;

5. If applicant has discrepancy in data in Birth Certificate / Report of Birth and other documents:

- Discrepancy in first name:
 - Applicant must submit a copy of the Certificate of Finality, duly authenticated by the DFA;
- Discrepancy in other data:
 - Applicant must submit annotated birth certificate authenticated by PSA, duly authenticated by the DFA, reflecting the corrected entry;

If the discrepant data is in the BC, the applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry. If the discrepant data is in the other documents, the BC will be followed.

6. If applicant is a Dual Citizen

- Original and photocopy of PSA authenticated BC, duly authenticated by the DFA/ROB issued by the Philippine Embassy, Paris **and** Original Identification Certificate issued by the Philippine Foreign Service Post (FSP) or the BI **and** a photocopy. Government issued IDs (Philippine or from country of second citizenship);

7. If applicant is a Naturalized Filipino Citizen

- Identification Certificate of Naturalization from BI and a photocopy;

8. If applicant obtained Filipino citizenship by Election

- Affidavit of Election of Philippine Citizenship and a photocopy;
- Identification Certificate of Election from BI and a photocopy;

9. If applicant has been granted citizenship by Act of Legislation

- Certified true copy of the law granting citizenship;
- Foreign Birth Certificate authenticated by Philippine FSP and a photocopy

II. ADULT RENEWAL APPLICANT

**A. Renewal of Green Passports and any older passports
TREATED AS A NEW APPLICATION**

1. Personal appearance;
2. Accomplished application form;
3. Original and photocopy of PSA Authenticated BC on SECPA, duly authenticated by the DFA;
 - Married Females must **also** submit Original and photocopy of PSA Authenticated MC on SECPA, duly authenticated by the DFA or ROM issued by the Philippine Embassy, Paris. If the applicant's spouse is deceased and wishes to revert to maiden name, PSA Death Certificate (DC) duly authenticated by the DFA and a photocopy is required or Report of Death (ROD) issued by the Philippine Embassy, Paris.
4. Any of the following Valid IDs **with one (1) photocopy:**
 - Social Security System (SSS)/Government Service Insurance System (GSIS) Unified Multi-Purpose Identification (UMID) Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card

- Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
- Philippine National Police (PNP) Firearms License
- Senior Citizen ID
- Persons with Disabilities (PWD) ID
- School ID (for students)

B. Renewal of Machine Readable Passports (Maroon)
TREATED AS A NEW APPLICATION

1. Personal appearance;
2. Accomplished application form;
3. Original copy of PSA Authenticated BC on SECPA;
 - Married Females must **also** submit Original and photocopy of PSA Authenticated MC on SECPA, duly authenticated by the DFA or ROM issued by the Philippine Embassy, Paris. If the applicant's spouse is deceased and wishes to revert to maiden name, PSA DC duly authenticated by the DFA and a photocopy is required or ROD issued by the Philippine Embassy, Paris;
4. Any of the following Valid IDs **with one (1) photocopy:**
 - Social Security System (SSS)/Government Service Insurance System (GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - School ID (for students)

C. Renewal of e-Passports CORE REQUIREMENTS

1. Accomplished Application Form;
2. Personal Appearance;
3. Current ePassport **with photocopy of data page:**
4. Original and photocopy of PSA authenticated documents, duly authenticated by the DFA or civil registry documents from Philippine Embassy, Paris, that will support the change of name (if applicable)
 - Marriage Contract or ROM;

- Annotated Birth Certificate or ROB;
- Annotated Marriage Contract or ROM to show annulment/divorce/court ordered instruction;
- Death Certificate of Spouse or Report of Death (ROD);

D. In addition to the core requirements, the following SUPPORTING DOCUMENTS will be further required for the following cases (some cases will require the application to be treated as a New Application rather than a renewal):

1. In case of a Lost VALID ePassport

TREATED AS A NEW APPLICATION

- PSA Authenticated BC on Security Paper, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Married Females must **also** submit Original and photocopy of PSA Authenticated MC on SECPA, duly authenticated by the DFA or ROM issued by the Philippine Embassy, Paris. If the applicant's spouse is deceased and wishes to revert to maiden name, PSA DC duly authenticated by the DFA and a photocopy is required or ROD issued by the Philippine Embassy, Paris;
- Any of the following Valid IDs **with one (1) photocopy:**
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - Valid School ID (for students) Police Report
 - Affidavit of Loss

2. In case of Lost EXPIRED Passport

TREATED AS A NEW APPLICATION

- PSA Authenticated BC on Security Paper, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Married Females must **also** submit Original and photocopy of PSA Authenticated MC on SECPA, duly authenticated by the DFA or ROM issued by the Philippine Embassy, Paris. If the applicant's spouse is deceased and wishes to revert to maiden name, PSA DC duly authenticated by the DFA and a photocopy is required or ROD issued by the Philippine Embassy, Paris;

- Any of the following Valid IDs **with one (1) photocopy:**
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulator)/ Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - School ID (for students)
 - Affidavit of Loss

**3. In case of renewal of a frequently Lost Passport
TREATED AS A NEW APPLICATION**

- PSA Authenticated BC on Security Paper, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Married Females must **also** submit Original and photocopy of PSA Authenticated MC on SECPA, duly authenticated by the DFA or ROM issued by the Philippine Embassy, Paris. If the applicant's spouse is deceased and wishes to revert to maiden name, PSA DC duly authenticated by the DFA and a photocopy is required or ROD issued by the Philippine Embassy, Paris;
- Any of the following Valid IDs **with one (1) photocopy:**
 - Social Security System (SSS)/Government Service Insurance System (GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - Valid School ID (for students)
 - Police Report
 - Affidavit of Loss

**4. In case applicant used a Travel Document to travel back to the Philippines
TREATED AS A NEW APPLICATION**

- PSA Authenticated BC on Security Paper, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;

- Married Females must **also** submit Original and photocopy of PSA Authenticated MC on SECPA, duly authenticated by the DFA or ROM issued by the Philippine Embassy, Paris. If the applicant's spouse is deceased and wishes to revert to maiden name, PSA DC duly authenticated by the DFA and a photocopy is required or ROD issued by the Philippine Embassy, Paris;
- Any of the following Valid IDs with one (1) photocopy:
 - Social Security System (SSS)/Government Service Insurance System (GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID or Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - School ID (for students)
 - Original Travel Document
 - Affidavit of Explanation

5. In case applicant lost the Travel Document used to travel back to the Philippines.

TREATED AS A NEW APPLICATION

- PSA Authenticated BC on Security Paper, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Married Females must **also** submit Original and photocopy of PSA Authenticated MC on SECPA, duly authenticated by the DFA or ROM issued by the Philippine Embassy, Paris. If the applicant's spouse is deceased and wishes to revert to maiden name, PSA DC duly authenticated by the DFA and a photocopy is required or ROD issued by the Philippine Embassy, Paris;
- Any of the following Valid IDs with one (1) photocopy:
 - Social Security System (SSS)/Government Service Insurance System (GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Land Transportation Office (LTO) Driver's License
 - Professional Regulatory Commission (PRC) ID
 - Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - School ID (for students)

- Original Travel Records from Bureau of Immigration
- Affidavit of Explanation

6. In case passport has been mutilated or damaged TREATED AS A NEW APPLICATION

- PSA Authenticated BC on Security Paper, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Married Females must **also** submit Original and photocopy of PSA Authenticated MC on SECPA, duly authenticated by the DFA or ROM issued by the Philippine Embassy, Paris. If the applicant's spouse is deceased and wishes to revert to maiden name, PSA DC duly authenticated by the DFA and a photocopy is required or ROD issued by the Philippine Embassy, Paris;
- Any of the following Valid IDs **with one (1) photocopy**:
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Valid Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - Valid School ID (for students)
 - Affidavit of Explanation
 - Applicant must surrender mutilated/damaged passport

7. In case applicant is a Dual Citizen

- Government Issued IDs (Refer to Valid Philippine Government Issued IDs or their secondary citizenship/residence counterparts);
- Report of Birth OR Identification Certificate issued by the Philippine consulate or the BI;

8. In case applicant is a Naturalized Citizen

- Identification Certificate of Naturalization from BI;

9. In case applicant is a Filipino citizen by Election

- Affidavit of Election of Philippine Citizenship;
- Identification Certificate of Election from BI;

III. MINOR APPLICANT (There is no major distinction between a new application and renewal application for MINORS.)

A. CORE REQUIREMENTS

1. NEW

- Accomplished Application Form;
- Personal Appearance of minor applicant **and** either parent or authorized adult companion;
- PSA Authenticated BC on SECPA, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Passport or Valid Government issued ID of either parent **with one (1) photocopy:**
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Valid Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - Valid School ID (for students)
- School ID (if available)

2. RENEWAL

- Accomplished Application Form;
- Personal Appearance of minor applicant **and** either parent or authorized adult companion;
- PSA Authenticated BC on SECPA, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Passport or Valid Government issued ID of either parent **with one (1) photocopy**
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Valid Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
 - Valid School ID (for students)

- Current Passport of the applicant;
- School ID (if available)

B. SUPPORTING DOCUMENTS

In addition to the core requirements, the following SUPPORTING DOCUMENTS will be further required in the following cases:

1. In case applicant has No PSA Birth Certificate/Report of Birth yet

- **If born in the Philippines:** Certified True Copy of Local Civil Registrar Birth Certificate authenticated by PSA, duly authenticated by the DFA;
- **If born abroad:** original copy of Report of Birth or first indorsement from Consular Records Division;

2. In case applicant is not accompanied by the parent/s during the application process

- Applicant must submit a Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion **with one (1) photocopy**
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Valid Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID

3. In case applicant is not traveling with parent/s

- Applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the parent/s. The Affidavit of Support and Consent must be Consularized by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion **with one (1) photocopy**
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card

- Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
- Valid Philippine National Police (PNP) Firearms License
- Senior Citizen ID
- Persons with Disabilities (PWD) ID

4. In case applicant is an illegitimate child in custody of the Mother

- Personal Appearance of minor applicant **and** mother or authorized adult companion
- PSA Authenticated BC on SECPA, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Passport or Valid Government issued ID of mother or authorized adult companion **with one (1) photocopy**
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Valid Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
- *If applicant is not accompanied by mother during the application process, applicant must submit a Special Power of Attorney executed by the mother designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate, if executed abroad*
- *If applicant is not traveling with Mother, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the mother. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate, if executed abroad.*

5. If the applicant is an Illegitimate child and mother is deceased / absent and father is unknown

- Personal Appearance of minor applicant **and** adult guardian
- PSA Authenticated BC on SECPA, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Valid Passport or valid government ID of adult guardian
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card

- Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
- Valid Philippine National Police (PNP) Firearms License
- Senior Citizen ID
- Persons with Disabilities (PWD) ID
- DSWD Clearance;
- Affidavit of Guardianship;

6. If the minor applicant is undergoing or has undergone the process of domestic adoption

- Personal Appearance of minor applicant **and** adoptive parent/s;
- PSA Authenticated BC on SECPA, duly authenticated by the DFA and a photocopy, or ROB issued by the Philippine Embassy, Paris;
- Valid passport or valid government issued ID of adoptive parent/s
 - Social Security System (SSS)/ Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Valid Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
- Court Decree of Adoption;
- *If applicant is not accompanied by adoptive parent/s during the application process, applicant must submit a Special Power of Attorney executed by the adoptive parent/s designating the minor's companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate, if executed abroad;*
- *If applicant is not traveling with adoptive parent/s, applicant must submit DSWD clearance and Affidavit of Support and Consent executed by the adoptive parent/s. The Affidavit of Support and Consent must be authenticated by the Philippine Embassy/Consulate, if executed abroad;*

7. If the minor applicant is undergoing or has undergone the process of foreign adoption / Inter Country Adoption Board (ICAB) adoption process

- Personal Appearance of minor applicant **and** ICAB representative;
- PSA Birth Certificate/PSA Certificate of Foundling, duly authenticated by the DFA;
- Endorsement from ICAB;
- Certificate of Child Available for Adoption/Deed of Voluntary Commitment;
- Placement Authority issued by ICAB;

- Certificate for Issuance of Passport issued by ICAB;
- Clearance for Inter-Country Adoption;
- Child Study Report;
- DSWD clearance;

8. If the applicant is a foundling NOT for adoption

- Personal Appearance of minor applicant **and** adult guardian;
- PSA Certificate of Foundling, duly authenticated by the DFA;
- Passport or Valid Government issued ID of adult guardian **with one (1) photocopy**
 - Social Security System (SSS)/Government Service Insurance System(GSIS) Unified Multi-Purpose Identification (UMID)Card
 - Valid Land Transportation Office (LTO) Driver's License
 - Valid Professional Regulatory Commission (PRC) ID
 - Valid Overseas Workers Welfare Administration (OWWA) / Integrated Department of Labor and Employment (iDOLE) card
 - Commission on Elections (COMELEC) Voter's ID **or** Voter's Registration Record from COMELEC Head or Regional Office
 - Valid Philippine National Police (PNP) Firearms License
 - Senior Citizen ID
 - Persons with Disabilities (PWD) ID
- DSWD clearance
- Affidavit of guardianship

REMINDERS:

- A. Personal appearance is required for **all** applicants.
- B. To ensure entry to countries with strict dress codes, all applicants are required to wear decent clothing for passport photo capture. Plunging necklines, sleeveless clothing, spaghetti strapped tops, see-through tops, sando, tube tops, halters and the like are prohibited.
- C. Earrings and colored contact lenses **are not allowed** during data capture.
- D. Only immediate family members are allowed to get the passport in behalf of the applicant. Immediate family members include father, mother, brother, sister, spouse, and children of legal age.
 1. The passport will only be released to an immediate family member with proper authorization letter.
 2. The passport of the minor applicant shall be released only to parents or adult siblings or to an authorized representative with Special Power of Attorney or Affidavit of Support and Consent. Passports unclaimed after six (6) months will be cancelled per Department Order No. 37-03.