

PASSPORT REQUIREMENTS

A. ADULT NEW APPLICANT

1. Accomplished Application Form (**ANNEX A**)
2. Original copy of Philippine Statistics Authority (PSA) Birth Certificate
3. Any Valid ID (company ID or residential ID is acceptable)

NOTE:

*Married Females (who are using their spouse's last name) must **also** submit Original copy of PSA Marriage Contract or Report of Marriage. However, if a woman opts to retain her maiden name, a Marriage Contract is not required.*

B. ADULT RENEWAL

1. Accomplished Application Form (**ANNEX B**)
2. Current ePassport **with photocopy of data page**

C. LOST PASSPORT OF ADULT

1. Accomplished Application Form (**ANNEX B**)
2. Original copy of Philippine Statistics Authority (PSA) Birth Certificate
3. Any Valid ID (company ID or residential ID is acceptable)
4. Police Report in English (*Original and photocopy*)
5. Affidavit of Loss in English (*Original and photocopy*)

D. MUTILATED OR DAMAGED PASSPORT OF ADULT

1. Accomplished Application Form (**ANNEX B**)
2. Original copy of Philippine Statistics Authority (PSA) Birth Certificate
3. Any Valid ID (company ID or residential ID is acceptable)
4. Affidavit of Explanation
5. Applicant must surrender mutilated/damaged passport

E. MINOR NEW

1. Accomplished Application Form (**ANNEX C**)
2. Original copy of Philippine Statistics Authority (PSA) Birth Certificate
3. Passport or Valid Government issued ID of either parent **with one (1) photocopy** (company ID or residential ID of parents is acceptable)

Note:

- a. If only one parent is accompanying the child, Marriage Certificate is required.
- b. If parents are unmarried, an Affidavit of Support and/or Consent executed by the Mother will be required if she is not accompanying the child.

F. MINOR RENEWAL

1. Accomplished Application Form (**ANNEX C**)
2. Current ePassport **with photocopy of data page**
3. Original and photocopy of proof of filiation and/or guardianship
4. Passport or Valid Government issued ID of either parent **with one (1) photocopy** (company ID or residential ID of parents is acceptable)

Note:

- a. If only one parent is accompanying the child, Marriage Certificate is required.
- b. If parents are unmarried, an Affidavit of Support and/or Consent executed by the Mother will be required if she is not accompanying the child.

G. LOST PASSPORT OF MINOR

1. Accomplished Application Form (**ANNEX C**)
2. Original copy of Philippine Statistics Authority (PSA) Birth Certificate
3. Passport or Valid Government issued ID of either parent **with one (1) photocopy** (company ID or residential ID of parents is acceptable)

Note:

- a. If only one parent is accompanying the child, Marriage Certificate is required.
 - b. If parents are unmarried, an Affidavit of Support and/or Consent executed by the Mother will be required if she is not accompanying the child.
4. Police Report in English (It must be filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.)
 5. Affidavit of Loss in English (It must be signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.)

H. MUTILATED AND / OR DAMAGED PASSPORTS OF MINOR

1. Accomplished Application Form (**ANNEX C**)
2. Original copy of Philippine Statistics Authority (PSA) Birth Certificate
3. Passport or Valid Government issued ID of either parent **with one (1) photocopy** (company ID or residential ID of parents is acceptable)

Note:

- a. If only one parent is accompanying the child, Marriage Certificate is required.
 - b. If parents are unmarried, an Affidavit of Support and/or Consent executed by the Mother will be required if she is not accompanying the child.
4. Affidavit of Explanation (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application)
 5. Applicant must surrender mutilated/damaged passport.

NEW PASSPORT APPLICATION FORM - ADULT

Form No. 1 – ENGLISH

NEW REGULAR PASSPORT APPLICATION (Adult)

THIS FORM IS NOT FOR SALE

DEPARTMENT OF FOREIGN AFFAIRS

Office of Consular Affairs Last Revision: 07 October 2017

INSTRUCTIONS: Please PRINT entries legibly using black or blue ink only. Supply the necessary information and indicate "N/A" for entries with no answers. Tick (✓) boxes as appropriate.

PHILIPPINE EMBASSY KUALA LUMPUR

CAPTURE SITE PRE-PROCESSING (Do not write on this part)

APPOINTMENT VERIFICATION:

REMARKS:

PASSPORT APPLICANT'S INFORMATION

1. LAST NAME

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2. FIRST NAME

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3. MIDDLE NAME or MAIDEN LAST NAME

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4. SEX

- MALE
 FEMALE

5. DATE OF BIRTH (ex. 01 Jan 2017)

D	D	M	M	M	Y	Y	Y	Y	

6. PLACE OF BIRTH

(For born in the PHL: Municipality/City & Province
For born outside the PHL: Country)

7. CIVIL STATUS

- SINGLE
 MARRIED
 WIDOW/ER
 NULLIFIED /
ANNULLED
 DIVORCED

8a. HOW DID YOU ACQUIRE PHL CITIZENSHIP?

- BY BIRTH
 BY NATURALIZATION
 BY RE-ACQUISITION (RA 9225)
 BY ELECTION
 BY LEGISLATION

8b. DID YOU EVER LOSE YOUR PH
CITIZENSHIP?

YES NO

8c. ARE YOU CURRENTLY A CITIZEN OF
ANOTHER COUNTRY?

YES NO

8d. IF YES, FROM WHAT COUNTRY?

8e. HAVE YOU SERVED IN ANY FOREIGN
MILITARY?

YES NO

IF Yes, what country?

APPLICANT'S CONTACT INFORMATION

9a. HOME ADDRESS IN PHILIPPINES:

9b. PRESENT ADDRESS IN MALAYSIA:

10. WHERE DO YOU WISH YOUR PASSPORT TO BE DELIVERED?

- HOME ADDRESS PRESENT ADDRESS

11. TELEPHONE/MOBILE NUMBER:

12. e-MAIL ADDRESS:

13. APPLICANT'S SPOUSE'S NAME:

14a. PERSON TO CONTACT IN CASE OF EMERGENCY: _____ **14b. TEL/MOBILE NO.:** _____

PARENTAL INFORMATION

15. FATHER'S DETAILS	16. MOTHER'S DETAILS (Maiden Name)
Last Name: _____	Last Name: _____
First Name: _____	First Name: _____
Middle Name: _____	Middle Name: _____
Citizenship (at time of applicant's birth) _____	Citizenship (at time of applicant's birth) _____

DECLARATION OF APPLICANT

I HEREBY DECLARE AND AFFIRM that 1) I am a Filipino citizen. 2) The information provided in this application is true and correct. 3) The supporting documents attached are authentic. 4) I consent to the verification by the Philippine Government of the information I provided to establish my personal particulars, and further consent to its use for any lawful purpose. 5) I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. 6) I am aware that under the law, I am allowed to hold only one valid regular Philippine passport at a given time. 7) I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. 8) I understand and accept that the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs.

17. SIGNATURE OVER PRINTED NAME _____
18. DATE (ex. 01 Jan 2017)

DO NOT WRITE BELOW THIS LINE. FOR THE DEPARTMENT'S USE ONLY.

<p>PROOF OF PHL CITIZENSHIP</p> <input type="checkbox"/> BIRTH CERTIFICATE from PHL Statistics Authority <input type="checkbox"/> CERTIFICATE OF NATURALIZATION <input type="checkbox"/> IDENTIFICATION CERTIFICATE OF CITIZENSHIP <input type="checkbox"/> ELECTION OF PHL CITIZENSHIP <input type="checkbox"/> Others: _____	<p>IDENTITY DOCUMENT SUBMITTED</p> <input type="checkbox"/> COMELEC Voter's ID <input type="checkbox"/> LTO Driver's License <input type="checkbox"/> Professional Regulatory Commission ID <input type="checkbox"/> Unified Multipurpose ID (UMID) <input type="checkbox"/> PWD ID <input type="checkbox"/> GSIS / SSS ID <input type="checkbox"/> Senior Citizen's ID <input type="checkbox"/> Others: _____	<p>SUPPORTING DOCUMENTS</p> <input type="checkbox"/> Marriage Certificate from PHL Statistics Authority <input type="checkbox"/> Voter's Registration Record <input type="checkbox"/> Court Order <input type="checkbox"/> NBI Clearance <input type="checkbox"/> Others: _____
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REMARKS:	PASSPORT WATCHLIST VERIFICATION:	RETURNED CANCELLED PASSPORT SIGNATURE OF APPLICANT:
PROCESSOR'S SIGNATURE:	ENCODER'S SIGNATURE:	TRANSMITTING OFFICER'S SIGNATURE:
OFFICIAL RECEIPT / PAYMENT SLIP NO.:	DATE OF TRANSACTION:	



**PHILIPPINE EMBASSY KUALA LUMPUR
RENEWAL OF REGULAR PASSPORT APPLICATION FORM**

THIS FORM IS NOT FOR SALE

INSTRUCTION: Please **PRINT** entries legibly using black or blue ink Only. Provide the necessary information and indicate “**N/A**” for entries with no answers. Tick (√) boxes as appropriate.

PASSPORT APPLICANT’S INFORMATION

1. LAST NAME

Grid for last name entry

2. FIRST NAME

Grid for first name entry

3. MIDDLE NAME or MAIDEN NAME

Grid for middle name or maiden name entry

4. SEX

MALE

FEMALE

5. DATE OF BIRTH (ex. 02 Jan 2017)

Grid for date of birth entry with labels D D M M M Y Y Y

6. PLACE OF BIRTH

(For born in the PHL: Municipality/City & Province

For born outside the PHL: Country)

7. CIVIL STATUS

SINGLE

MARRIED

WIDOW/ER

**NULLIFIED/
ANNULLED**

DIVORCED

**8a. HOW DID YOU ACQUIRE PHL
CITIZENSHIP?**

BY BIRTH

BY NATURALIZATION

BY RE-ACQUISITION (RA no. 9225)

BY ELECTION

BY LEGISLATION

8b. DID YOU EVER LOSE YOUR PH CITIZENSHIP

YES **NO**

**8c. ARE YOU CURRENTLY A CITIZEN OF
ANOTHER COUNTRY?**

YES **NO**

8d. IF YES, FROM WHAT COUNTRY?

8c. HAVE YOU SERVED IN ANY FOREIGN MILITARY?

YES **NO**

8d. IF YES, FROM WHAT COUNTRY? _____

APPLICANT’S CONTACT INFORMATION

9a. PRESENT ADDRESS IN MALAYSIA:

9b. HOME ADDRESS IN PHILIPPINES:

10. TEL / MOBILE NUMBER:

11. e-MAIL ADDRESS:

2. APPLICANT'S SPOUSE'S NAME:		
13a. PERSON TO CONTACT IN CASE OF EMERGENCY:		13b. TEL/MOBILE NO. OF PERSON TO NOTIFY
PARENTAL INFORMATION		YOUR CURRENT PASSPORT DETAILS (Pasaporte ng Aplikante)
14. FATHER'S DETAILS Last Name:	15. MOTHER'S DETAILS (Maiden Name) Last Name:	16a. PASSPORT NUMBER
First Name:	First Name:	16b. DATE OF ISSUE
Middle Name:	Middle Name:	16c. DATE OF EXPIRY
Citizenship <i>(at time of applicant's birth)</i>	Citizenship <i>(at time of applicant's birth)</i>	16d. ISSUING AUTHORITY
STATUS OF CURRENT PASSPORT		
19. Please choose as applicable: <input type="checkbox"/> Passport Intact <input type="checkbox"/> Damaged Passport <ul style="list-style-type: none"> • Affidavit of Explanation 		<input type="checkbox"/> Lost Passport Passport <ul style="list-style-type: none"> • Affidavit of Loss • Police Report in English <input type="checkbox"/> Lost Expired Passport <ul style="list-style-type: none"> • Affidavit of Explanation
DECLARATION OF APPLICANTS		
<p>I HEREBY DECLARE AND AFFIRM that 1) I am a Filipino citizen. 2) The information provided in this application is true and correct. 3) The supporting documents attached are authentic. 4) I consent to the verification by the Philippine Government of the information I provided to establish my personal particulars, and further consent to its use for any lawful purpose. 5) I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. 6) I am aware that under the law, I am allowed to hold only one valid regular Philippine passport at a given time. 7) I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. 8) I understand and accept that the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs.</p>		
_____ 20. SIGNATURE OVER PRINTED NAME		_____ 21. DATE (ex. 01 Jan 2017)
DO NOT WRITE BELOW. FOR THE EMBASSY'S USE ONLY.		
REMARKS:	PASSPORT WATCHLIST VERIFICATION:	RETURNED CANCELLED PASSPORT SIGNATURE OF APPLICANT:
PROCESSOR'S SIGNATURE:	ENCODER'S SIGNATURE:	TRANSMITTING OFFICER'S SIGNATURE:
OFFICIAL RECEIPT / PAYMENT SLIP NO.:	DATE OF TRANSACTION:	

PARENTAL INFORMATION		
16. FATHER'S DETAILS	17. MOTHER'S DETAILS	
Last Name:	Last Name:	
First Name:	First Name:	
Middle Name:	Middle Name:	
Citizenship (at time of applicant's birth)	Citizenship (at time of applicant's birth)	
DECLARATION OF PARENT OR LEGAL GUARDIAN OF THE APPLICANT		
<p>I HEREBY DECLARE AND AFFIRM that 1) The applicant is a Filipino citizen. 2) I am the parent or legal guardian of the minor. 3) The information provided in this application is true and correct. 4) The supporting documents attached are authentic. 5) I consent to the verification by the Philippine Government of the information I provided to establish the applicant's personal particulars, and further consent to its use for any lawful purpose. 6) I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. 7) I am aware that under the law, the applicant is allowed to hold only one valid regular Philippine passport at a given time. 8) I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. 9) I understand and accept that the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs.</p>		
18. SIGNATURE OVER PRINTED NAME OF PARENT OR LEGAL GUARDIAN	19. DATE (ex. 01 Jan 2017)	
DO NOT WRITE BELOW. FOR THE EMBASSY'S USE ONLY.		
PROOF OF CITIZENSHIP SUBMITTED <input type="checkbox"/> BIRTH CERTIFICATE from the Philippine Statistics Authority <input type="checkbox"/> REPORT OF BIRTH from the Philippine Statistics Authority/PHL Embassy or Consulate <input type="checkbox"/> CERTIFICATE OF NATURALIZATION <input type="checkbox"/> IDENTIFICATION CERTIFICATE of CITIZENSHIP <input type="checkbox"/> OTHERS: _____	IDENTITY DOCUMENTS SUBMITTED <input type="checkbox"/> SCHOOL IDENTITY CARD <input type="checkbox"/> DSWD CLEARANCE <input type="checkbox"/> Others: _____	OTHER SUPPORTING DOCUMENTS <input type="checkbox"/> PARENT/GUARDIAN'S ID <input type="checkbox"/> AFFIDAVIT OF CONSENT TO TRAVEL/SPECIAL POWER OF ATTORNEY <input type="checkbox"/> COURT DECREE ON ADOPTION/GUARDIANSHIP <input type="checkbox"/> Others: _____
REMARKS:	PASSPORT WATCHLIST VERIFICATION:	RETURNED CANCELLED PASSPORT Parent or Legal Guardian's Signature:
PROCESSOR'S SIGNATURE:	ENCODER'S SIGNATURE:	TRANSMITTING OFFICER'S SIGNATURE:
OFFICIAL RECEIPT/PAYMENT SLIP NO.:	DATE OF TRANSACTION:	

END