

PASSPORT REQUIREMENTS

FIRST TIME APPLICANTS:

1. Birth Certificate Authenticated by NSO w/ receipt.
2. Picture taken at DFA (Personal Appearance)
3. Any one of the following Valid I.D (SSS / PRC / Driver's License / Voter's I.D / Alumni ID)
4. Plus TWO of the following documents:
 - Original Baptismal Certificate.
 - Voter's Certification with receipt.
 - Transcript of Records (TOR).
 - NBI.
5. If no Valid ID as in No.3 above, please submit any 3 of the ff:
 - Original Baptismal Certificate.
 - Voter's Certification with receipt.
 - Transcript of Records (TOR).
 - NBI.
6. If married woman
 - NSO Marriage Contract Certificate with receipt.
7. If minor (Below 18 years old) , additional requirements.
 - School I.D
 - NSO Marriage Certificate of parents with receipt.
 - Valid passport and I.D of at least one parent.

RENEWAL OF PASSPORT:

A. Old Passport

- If Brown passport, submit NSO Birth Certificate and one valid I.D .
- If Green passport, submit any valid I.D.
- If Machine Readable Passport (MRP) , submit NSO Birth Certificate and Valid I.D.

B. Picture taken at DFA (personal appearance)

C. If Minor (Same as first time applicant)

LOST PASSPORT:

A.) If already expired, submit notarized Affidavit of Loss with Passport No. and Date of Issue.

B.) If still valid , submit Police Report and notarized Affidavit of Loss.

C.) Follow the requirements of First Time Applicant.