

# PASSPORT APPLICATION REQUIREMENTS

## **First Time Applicants:**

1. Authenticated NSO Birth Certificate
2. Authenticated NSO Marriage Certificate (for married woman only)
3. Completely filled-up Application Form
4. Personal Appearance at the DFA office
5. Photocopy of Company ID, SSS, Driver's License, Voter's ID to be presented during P.A.

## **Renewal:**

1. Old Passport (green) / brown - need appearance and same application for new passport
2. 1 valid ID
3. Copy of Marriage certificate (if minor applicant)
4. Copy of birth certificate (if minor applicant)
5. Completely filled-up Application Form

## **If Late Registered: (Prepare atleast 2)**

1. Baptismal
2. Voter's Affidavit with master list at COMELEC
3. Form 1-37
4. SSS Digitaliza ID
5. Year Book

**Processing Time: 10-12 working days after personal appearance.**

**Processing Fee: Php2,000.00 (including passport and service charge)**

## **Note:**

Applicants with incomplete requirements will not be entertained.

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