

# Important Reminders

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Your appointment is on Thursday, Dec 22, 2016 at 12:00 - 13:00.  
Please be at DFA NCR South (Alabang) at least thirty (30) minutes before your scheduled appointment.



Please make sure you have prepared all the requirements.



Be ready with both the original and photocopies of your documents when you appear for personal appearance. Application processing may be delayed if applicants are not ready with copies of their documents once inside the data capturing site.



For your NSO certificate requirements, you may call (02) 737-1111. Nationwide delivery within 3-4 days.



Kindly print your application form (with barcode) in A4-size paper.  
You must have a printed application form to show and submit at your chosen application site.



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# PASSPORT APPLICATION FORM

THIS APPLICATION FORM IS NOT FOR SALE. PLEASE DO NOT LEAVE ANY SPACES BLANK, INDICATE N/A IF NOT APPLICABLE. PROVIDING FALSE STATEMENTS IN PASSPORT APPLICATIONS IS PUNISHABLE BY LAW (R.A. 8239).

SENGSON  
LAST NAME / APELYIDO

MELANNIE  
FIRST NAME / PANGALAN (Jr./II/III)

VERA CRUZ  
MIDDLE NAME / GITNANG PANGALAN

PHILIPPINES / QUEZON CITY  
PLACE OF BIRTH / POOK NG KAPANGANAKAN

DECEMBER / 31 / 1979  
Month Day Year

GENDER / KASARIAN ☐ MALE ☒ FEMALE

DATE OF BIRTH / PETA NG KAPANGANAKAN  
(Ex.: March 8, 2010)

Civil Status: ☐ Single ☒ Married ☐ Widower ☐ Legally Separated ☐ Annulled

Complete Address: 128 RIZAL ST., CALAMBA CITY, LAGUNA

Tel. No.: +63495119675

Present Occupation: HOUSEWIFE

Mobile No.: +639178921231

Work Address: NONE

Tel. No.: +639178921231

E-mail Address: MELANNIESENGSON@GMAIL.COM

Name of Wife / Husband: MICHAEL ALCASID SENGSON

Citizenship: PHL

Name of Father: JOSELITO TY VERACRUZ

Citizenship: PHL

Maiden / Single name of Mother: MERLITA CRUZ GABRIEL

Citizenship: PHL

## Citizenship Acquired By:

☒ Birth ☐ Election ☐ Marriage ☐ Naturalization ☐ R.A. 9225 ☐ Others

Are you a holder of a foreign passport? ☐ Yes ☒ No  
If Yes, from what country?

Have you ever been issued a Philippine Passport? ☒ Yes ☐ No  
If Yes, latest Passport Number? VV0333602  
Date of issue: 05-31-2007 Place of issue: DFA MANILA

(For applicants below 18 years old ONLY)

Name of minor's travelling companion: \_\_\_\_\_  
Companion's relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

I SOLEMNLY SWEAR that 1) I am a Filipino citizen. 2) The information I provided in this application are true and correct. 3) The supporting documents attached are authentic. 4) I am aware that under the law, I am allowed to hold only one Philippine passport at any given time. 5) I am aware that making false statements in passport application, furnishing falsified or forged documents in support thereof are punishable by law.

Signature of Applicant or Legal Guardian (for minor applicants)

## ORGAN DONATION (Optional)

In case of death, I hereby donate ☐ Any organ / tissue ☒ Specific organ N/A to save other people.  
Please immediately notify my family at mobile / tel. no. JOEY PHENTO VERA CRUZ / +6392.

FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY. PLEASE DO NOT WRITE BELOW THIS LINE

REMARKS:

Processor: Encoder: Signing Officer: Transmission Officer:

RECEIVED CANCELLED PASSPORT:

RECEIVED NEW PASSPORT:

FOR ADMINISTRATIVE USE ONLY:

REQUIREMENTS FOR FIRST TIME PASSPORT APPLICANTS	
<ul style="list-style-type: none"> <li>Personal appearance</li> <li>Confirmed appointment</li> <li>Duly accomplished application form - may be downloaded from the DFA website, <a href="http://www.dfa.gov.ph">www.dfa.gov.ph</a></li> <li>Birth Certificate (BC) in Security Paper (SECPA) issued by the <b>Philippine Statistics Authority (PSA)</b> or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) duly authenticated by PSA. Transcribed BC from the LCR is required when entries in PSA BC are blurred or unreadable. Report of Birth duly authenticated by PSA is required if born abroad.</li> <li>One (1) pictured ID and two (2) supporting documents to prove identity if necessary (Please refer to list of Acceptable IDs and Supporting Documents)</li> <li>In Case of No Birth Record: If born in or after 1950 (January 1, 1950 or after): <ul style="list-style-type: none"> <li>Apply for the delayed registration of birth at the local civil registry office located at the place of birth of applicant</li> <li>Submit authenticated Birth Certificate from PSA and supporting public document/s upon the discretion of the processor or Consular Officer, with correct date and place of birth (i.e. Form 137, Voter's Registration Record, Baptismal Certificate with readable dry seal or NCMF Certificate with photo and readable dry seal, for Muslim applicants)</li> </ul> </li> <li>If born before 1950 and below (December 31, 1949 and below): <ul style="list-style-type: none"> <li>Certificate of Non-availability of Birth Record from PSA</li> <li>Notarized Joint Birth Affidavit of Two Disinterested Persons</li> <li>Any public document with correct full name, date and place of birth (i.e. Baptismal Certificate with readable dry seal or NCMF Certificate with photo and readable dry seal, for Muslim applicants)</li> </ul> </li> </ul>	<b>Additional Requirements</b> <b>For married women:</b> <ul style="list-style-type: none"> <li>Marriage Contract (MC) in Security Paper issued by PSA or original and photocopy of the Certified True Copy of MC issued by the Local Civil Registrar and duly authenticated by PSA. Transcribed MC from the LCR is required when entries in PSA MC are blurred or unreadable. Report of Marriage duly authenticated by PSA is required if married abroad. Original and photocopy of Commission of Filipinos Overseas (CFO) Guidance and Counseling Certificate of Attendance (<b>required for women with foreign national husband</b>).</li> <li>Applicants who availed of Dual Citizenship under RA 9225 <ul style="list-style-type: none"> <li>Identification Certificate from the Bureau of Immigration</li> <li>Oath of Allegiance</li> <li>Order of Approval</li> </ul> </li> <li>Aliens who have elected Filipino citizenship <ul style="list-style-type: none"> <li>Identification Certificate from the Bureau of Immigration</li> <li>Oath of Allegiance</li> <li>Affidavit of Election of Philippine Citizenship</li> </ul> </li> <li>Aliens who has been naturalized <ul style="list-style-type: none"> <li>Identification Certificate from the Bureau of Immigration</li> <li>Oath of Allegiance</li> </ul> </li> </ul>
For Minor Applicants (below 18 years old)	
<ul style="list-style-type: none"> <li>Confirmed appointment (except for 1 year old and below)</li> <li>Personal appearance of the minor applicant</li> <li>Personal appearance of either parent, PSA Marriage Contract, and valid passport of parents (if minor is a legitimate child) /</li> <li>Personal appearance of mother and proper ID or valid passport of mother (if minor is an illegitimate child)</li> <li>Original and photocopy of valid passport of the person traveling with the minor</li> </ul>	<ul style="list-style-type: none"> <li>Original Birth Certificate (BC) of minor in Security Paper issued by PSA or Certified True Copy of BC issued by the LCR duly authenticated by PSA. Transcribed BC from the LCR is required when entries in PSA BC are blurred or unreadable. Report of Birth duly authenticated by PSA is required if minor was born abroad.</li> <li>Document of identity with photo, if minor is 8-17 years old (for first time &amp; renewal applicant) such as <b>School I.D.</b> or Form 137 with readable dry seal. For minor applicants who never attended school, a Notarized Affidavit of Explanation executed by either parent (if minor is a legitimate child) / by mother (if minor is an illegitimate child) detailing the reasons why the child is not in school, is required</li> </ul>
<b>Additional Requirements</b> <ul style="list-style-type: none"> <li>If minor is not traveling with either parent or alone: <ul style="list-style-type: none"> <li>Personal appearance of either parent (if minor is a legitimate child) / of mother (if minor is an illegitimate child)</li> <li>Affidavit of Support and Consent (ASC) executed by either parent indicating the name of the traveling companion and relationship to the minor. If minor will be traveling alone, ASC must be executed by either parent, stating that his/her child will be traveling alone. If minor is illegitimate, mother should execute the ASC.</li> <li>Original and photocopy of DSWD Clearance. There is no need to secure a DSWD Clearance if the minor traveling abroad has parents who are in the Foreign Service or living abroad or are immigrants, provided he / she is holding a valid pass such as a dependent's visa / pass / identification card or permanent resident visa / pass / identification card which serves as proof that he / she is living with parents abroad.</li> <li>If both parents are abroad: <ul style="list-style-type: none"> <li>Affidavit of Support and Consent (ASC) executed by either parent indicating the name of the traveling companion (authenticated by the nearest Philippine Embassy or Consulate General). If minor is illegitimate, mother should execute the ASC.</li> <li>Special Power of Attorney (SPA) with an attached photocopy of either parent's valid passport (authenticated by the nearest Philippine Embassy or Consulate General) authorizing a representative in assisting the child to apply for a passport. If minor is illegitimate, mother should execute the SPA.</li> </ul> </li> <li>Original and photocopy of DSWD Clearance. There is no need to secure a DSWD Clearance if the minor traveling abroad has parents who are in the Foreign Service or living abroad or are immigrants, provided he / she is holding a valid pass such as a dependent's visa / pass / identification card or permanent resident visa / pass / identification card which serves as proof that he / she is living with parents abroad.</li> <li>Proper ID of the duly authorized representative (Please refer to List of Acceptable IDs)</li> <li>If minor is legitimated by subsequent marriage of parents: <ul style="list-style-type: none"> <li>Authenticated Birth Certificate from PSA with annotation regarding new status as legitimated and the full name of the child</li> </ul> </li> <li>If minor is illegitimate but acknowledged by father: <ul style="list-style-type: none"> <li>Birth certificate from PSA reflecting surname of father with Affidavit of Acknowledgement and Consent to use surname of father</li> </ul> </li> <li>Orphaned minor applicant: <ul style="list-style-type: none"> <li>Authenticated Death Certificates of parents from PSA</li> <li>Court order awarding guardianship of the orphaned minor applicant or substitute parental authority under Article 214 &amp; 216 of the Family Code</li> <li>DSWD Clearance</li> </ul> </li> <li>Abandoned minor applicant: <ul style="list-style-type: none"> <li>Court order awarding guardianship of the abandoned minor applicant or substitute parental authority</li> <li>DSWD Travel Clearance</li> </ul> </li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Foundling:</b> <ul style="list-style-type: none"> <li>Certificate of founding authenticated by PSA</li> <li>DSWD Clearance</li> <li>Passport of the person who found the applicant</li> <li>Letter of authority or endorsement from DSWD for the issuance of passport</li> </ul> </li> <li><b>Legally adopted:</b> <ul style="list-style-type: none"> <li>Original and Certified True Copy (CTC) of the PSA amended Birth Certificate after adoption</li> <li>Certified True Copy (CTC) of the Court Decision or Order on Adoption and Certificate of Finality</li> <li>DSWD clearance for minor applicant, if traveling with the person other than the adopting parents</li> </ul> </li> <li><b>In case the applicant is for adoption by foreign parents:</b> <ul style="list-style-type: none"> <li>Certified True Copy of the Court Decree of Abandonment of Child</li> <li>PSA Death Certificate of the child's parents or the Deed of Voluntary Commitment executed after the birth of the child</li> <li>Endorsement of child to the Inter-country Adoption Board by the DSWD</li> </ul> </li> <li>Authenticated Birth or Foundling Certificate</li> <li><b>Minor applicant whose parents are annulled / divorced:</b> <ul style="list-style-type: none"> <li>Court order awarding guardianship of the minor applicant or substitute parental authority</li> <li>DSWD Travel Clearance</li> <li>PSA Marriage Certificate with annotation on nullity or annulment decree</li> </ul> </li> <li><b>Minor applicant whose mother is likewise a minor:</b> <ul style="list-style-type: none"> <li>Personal appearance of mother and maternal grandparent/s</li> <li>PSA Birth Certificate of minor applicant and mother</li> <li>Affidavit of Support and Consent executed by the maternal grandparent/s indicating the name of the traveling companion</li> <li>DSWD Clearance if minor will be traveling with the person other than the maternal grandparent/s</li> <li>Proof of identity of mother and maternal grandparent/s (Please refer to List of Acceptable IDs)</li> </ul> </li> <li><b>For Muslim applicants</b> (same general requirements stated above)</li> </ul> <b>For late registered Muslim applicants:</b> <ul style="list-style-type: none"> <li>Certificate of Tribal Affiliation from the National Commission on Muslim Filipinos (NCMF)</li> </ul> <b>For converts who would like to use their Muslim name:</b> <ul style="list-style-type: none"> <li>Annotated Birth Certificate (BC) in Security Paper (SECPA) issued by PSA bearing the Muslim name</li> <li>NCMF Certificate of Conversion</li> </ul>
REQUIREMENTS FOR RENEWAL OF PASSPORT	
<ul style="list-style-type: none"> <li>Personal appearance</li> <li>Confirmed Appointment</li> <li>Duly accomplished application form - may be downloaded from the DFA website, <a href="http://www.dfa.gov.ph">www.dfa.gov.ph</a></li> <li>Most recent passport (expiring or expired)</li> <li>One (1) pictured ID and two (2) supporting documents to prove identity if necessary (Please refer to List of Acceptable IDs and Supporting Documents)</li> <li>Brown Passport or passports issued prior to 01 May 1995: <ul style="list-style-type: none"> <li>Bring original brown passport and photocopy of passport pages 1,2,3,4 and last page</li> </ul> </li> <li>Birth Certificate in Security Paper issued by PSA or Certified True Copy of BC issued by the Local Civil Registrar duly authenticated by PSA, to determine complete middle name. Transcribed Birth Certificate from the LCR is required when entries in PSA Birth Certificate are blurred or unreadable. Report of Birth duly authenticated by PSA if born abroad</li> <li>Green Passport or passports issued after 01 May 1995: <ul style="list-style-type: none"> <li>Bring original green passport and photocopy of the data page and last page of passport</li> </ul> </li> <li>For women who would change their civil status from single to married: <ul style="list-style-type: none"> <li>Marriage Contract (MC) in Security Paper issued by PSA or Certified True Copy of MC issued by the Local Civil Registrar and duly authenticated by PSA. Transcribed Marriage Contract from the LCR is required when entries in PSA Marriage Contract are blurred or unreadable. Report of Marriage duly authenticated by PSA if married abroad</li> <li>For spouse of foreign national who would change their civil status from single to married: <ul style="list-style-type: none"> <li>Marriage Contract (MC) in Security Paper issued by PSA or Certified True Copy of MC issued by the Local Civil Registrar and duly authenticated by PSA. Transcribed Marriage Contract from the LCR is required when entries in PSA Marriage Contract are blurred or unreadable. Report of Marriage duly authenticated by PSA if married abroad</li> </ul> </li> <li>Original and photocopy of Commission of Filipinos Overseas (CFO) Guidance and Counseling Certificate of Attendance</li> </ul> </li> <li>For married women who would like to revert to their maiden name: <ul style="list-style-type: none"> <li>Birth Certificate (BC) in Security Paper (SECPA) issued by PSA or Certified True Copy of BC issued by the Local Civil Registrar and duly authenticated by PSA. Transcribed Birth Certificate from the LCR is required when entries in PSA Birth Certificate are blurred or unreadable. Report of Birth duly authenticated by PSA is required if born abroad</li> <li>If already widowed: Death Certificate in Security Paper (SECPA) issued by PSA of the deceased husband</li> <li>If marriage is annulled: Certified True Copy of annotated PSA Marriage Contract and Court Order effecting the annulment.</li> <li>If divorced: Certified True Copy of the Divorce Decree duly authenticated by the Philippine Embassy or Consulate where the divorce was obtained or by the concerned foreign diplomatic or consular mission in the Philippines. Original and CTC of Phil. Court recognition of foreign divorce decree must also be present and the PSA MC with the annotation of the Divorce Decree.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Machine Readable Passport (MRP) issued in the year 2007: <ul style="list-style-type: none"> <li>Bring original passport and photocopy of first and last page of passport</li> </ul> </li> <li>Birth Certificate (BC) in Security Paper (SECPA) issued by the <b>Philippine Statistics Authority (PSA)</b> or Certified True Copy (CTC) of BC issued by the Local Civil Registrar (LCR) to determine complete place of birth. Transcribed Birth Certificate from the LCR is required when entries in PSA Birth Certificate are blurred or unreadable</li> <li>Electronic Passport (E-passport) <ul style="list-style-type: none"> <li>Bring original e-passport and photocopy of page 2 (data page) of passport</li> </ul> </li> </ul> <b>For minor applicants, requirements for first time minor applicants are still prescribed, in addition to the passport of minor.</b> <ul style="list-style-type: none"> <li>For Muslim Applicants (same general requirements stated above)</li> <li>For converts who would like to use their Muslim name: <ul style="list-style-type: none"> <li>Annotated Birth Certificate (BC) in Security Paper (SECPA) issued by PSA bearing the Muslim name</li> <li>National Commission on Muslim Filipinos (NCMF) Certificate of Conversion</li> </ul> </li> <li>For naturalized Filipinos or applicants that elected Philippine Citizenship and holder of brown or green passport <ul style="list-style-type: none"> <li>Bureau of Immigration Identification Certificate</li> <li>Certificate of Naturalization</li> <li>Election of Filipino Citizenship / Oath of Allegiance</li> </ul> </li> <li>Applicants who re-acquired Filipino Citizenship <ul style="list-style-type: none"> <li>Identification Certificate</li> <li>Oath of Allegiance</li> <li>Order of Approval</li> <li>Report of Birth (for those born abroad)</li> </ul> </li> </ul>
REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORTS	
<ul style="list-style-type: none"> <li>Personal appearance</li> <li>Confirmed Appointment for applicants with expired passports and issued travel documents (lost-valid passport applicants may proceed directly to the Consular Records Division at DFA-Aseana without an appointment)</li> <li>Duly accomplished application form - may be downloaded from the DFA website, <a href="http://www.dfa.gov.ph">www.dfa.gov.ph</a></li> </ul> <b>Requirements for the first time applicants is still prescribed</b>	<b>LIST OF ACCEPTABLE IDS (At least 1 of the following):</b> <ul style="list-style-type: none"> <li>Government-issued IDs such as digitized SSS ID, Driver's License, GSIS E-card, PRC ID, IBP ID, UMID, Voter's ID, and Senior Citizen's ID</li> <li>Other acceptable picture IDs include old College ID, Alumni ID, or old Employment IDs</li> </ul>
<ul style="list-style-type: none"> <li>In case passport was lost and cannot be found: <ul style="list-style-type: none"> <li>Submit Notarized Affidavit of Loss (with detailed explanation on when, where and how passport got lost).</li> <li>If the lost passport is still valid, submit Police Report.</li> <li>Photocopy of first page of lost passport (if available)</li> </ul> </li> <li>There will be a 15-day clearing period prior to the processing of application for replacement of a lost valid passport</li> <li>In case passport was already declared lost by the applicant but eventually was found and returned to him/her: <ul style="list-style-type: none"> <li>Notarized Affidavit of Retrieval (with detailed explanation on when, where and how passport was found)</li> </ul> </li> <li>Original and photocopy of first and last page of passport</li> <li>In case of mutilated or damaged passports: <ul style="list-style-type: none"> <li>Notarized Affidavit of Mutilation (with detailed explanation on when, where and how passport got mutilated or damaged)</li> </ul> </li> <li>Original and photocopy of first and last page of mutilated or damaged passport</li> <li>In case applicant was issued a Travel Document: <ul style="list-style-type: none"> <li>Original Travel Document</li> </ul> </li> <li>Notarized Affidavit of Explanation Regarding Issuance of Travel Document (with detailed explanation on when, where and why applicant was issued a travel document)</li> <li>Original and photocopy of first and last page of cancelled passport (if passport is still in the possession of the applicant)</li> </ul> <b>There will be a 15-day clearing period prior to the processing of application for replacement of a lost valid passport</b>	<b>LIST OF SUPPORTING DOCUMENTS</b> (Old documents issued at least one year prior to date of application that show correct name, date and place of birth, picture, and signature of applicant, at least 2 of the following): <ul style="list-style-type: none"> <li>PSA Marriage Contract</li> <li>Land Title</li> <li>Seaman's Book</li> <li>Elementary or High School Form 137 or Transcript of Records with readable dry seal</li> <li>Government Service Record</li> <li>NBI Clearance</li> <li>Police Clearance</li> <li>Barangay Clearance</li> <li>Readable SSS-E1 Form or Microfilmed copy of SSS-E1 Form</li> <li>Voter's Certification, List of Voters and Voter's Registration Record (for newly issued VRR, please attach receipt)</li> <li>School Yearbook</li> <li>Digitized Postal ID</li> </ul>
REMINDERS	
<ul style="list-style-type: none"> <li>Personal appearance is required for all applicants</li> <li>Confirmed appointment is required for all applicants except senior citizens, infants &amp; minors below 1 year old and OFWs. For OFWs, sufficient proof must be submitted such as valid employment contract or OEC.</li> <li>Earnings &amp; contact lenses are not allowed during data capturing. Smiling with visible teeth is also not allowed.</li> <li>Check all data in the computer monitor &amp; in the Enrolment Certificate before signing.</li> </ul>	<ul style="list-style-type: none"> <li>Passport shall be released to an immediate family member only with proper authorization letter and proof of identity. Immediate family members include father, mother, brother, sister, spouse and children of legal age. Passport of a minor applicant shall be released to parents only or to an authorized representative with Special Power of Attorney &amp; Affidavit of Support and Consent.</li> <li>Passports unclaimed after 6 months will be cancelled per Department Order No. 37-03.</li> <li>Check all data in the received e-passport upon release.</li> </ul>
PASSPORT FEES:	
<b>Regular Processing</b> (15 working days): P950.00 <b>Expedited Processing</b> (07 working days): P1,200.00 <b>For Replacement of a lost valid passport:</b> Additional fee of P200.00 for a lost valid MRRP/MRP or P350.00 for a lost valid e-passport <ul style="list-style-type: none"> <li>Processing schedule may be changed upon prior notice</li> <li>Number of processing days may vary depending on the location of the Regional Consular Office where the application was filed</li> </ul>	Apply for your passport early, prepare requirements before appointment date, non-OFW and Metro Manila-based applicants should secure an appointment when applying for a passport, those in provinces can apply at the nearest Regional Consular Office or during Mobile Passport Service (MPS), OFWs can apply at the DFA Satellite Office located at Robinsons Galleria in Ortigas, Quezon City. Do not deal with fixers, avail of the passport delivery service & take good care of your passport. For comments, complaints & assistance, please contact the Public Assistance Center or the Passport Director's Office.

• REQUIREMENTS ARE BASED FROM R.A.8239 OR THE PHILIPPINE PASSPORT ACT OF 1996 AND ITS IMPLEMENTING RULES AND REGULATIONS.