

## Important Reminders

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- ☐ Your appointment is on 29-Apr-2025 at 14:00 - 15:00.  
Please be at Calasiao (Robinsons Calasiao, Pangasinan) 15-30 minutes before your scheduled appointment.
- ☐ Print your application form and e-receipt on an A4-size paper for presentation and submission to your chosen Consular Office.
- ☐ Be ready with both the original and photocopies of your documents to avoid delay in the processing of your application. For reference, you may visit <https://consular.dfa.gov.ph/services/passport/requirements>
- ☐ For your civil registry documentary requirements, you may order them online from the Philippine Statistics Authority through <https://www.psaserbilis.com.ph> or <https://www.psahelpline.ph>
- ☐ Passport processing fee is non-refundable and non-transferable.
- ☐ If you have paid for passport courier delivery online during the appointment process, your current passport will be cancelled during your appointment.

There are no available courier delivery services at TOPS Sites. Those who applied at these sites will be unable to request the delivery of their passports on the day of their appointment schedule.

Hindi available ang courier service sa mga TOPS Sites, dahil dito, hindi maaring mag-request sa TOPS na mai-deliver via courier service ang inyong passport sa araw ng inyong appointment.

- ☐ If you have chosen to pick up your passport, you may claim your passports at the respective Supervising Consular Office (SCO) of the TOPS where you applied. Please click [HERE](#) to check the location of the SCO.

Kung pinili ninyong i-pick up ang inyong passport, maari itong kunin sa designated na Supervising Consular office (SCO) ng TOPS Site kung saan kayo ay nag-apply. I-click ang [link](#) na ito para makita ang listahan ng mga SCO.

- ☐ Note that passports for pick-up must be claimed at the designated SCO and applicants will not be able to request for passport delivery on the day of their appointment.

Ang mga passports na for pick-up ay kinakailangang kunin sa mga designated na SCO dahil hindi maaring mag-request ng delivery sa TOPS Site sa araw ng inyong appointment.

- ☐ Please be reminded that, per Department Order 2021-012, unclaimed passports after one (1) year will be cancelled.

Mahalagang tandaan na ang mga passports na hindi nakuha ng aplikante sa loob ng isang (1) taon ay i-kakansela, alinsunod sa Department Order No. 2021-012.

## Steps at the Consular Office - Data Capturing Site

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**Step 1** Have your appointment verified at the verification section. Present your duly accomplished application form, an ID, and your e-receipt. Please double check that the verifier has signed or stamped your form before proceeding to the next step.

**Step 2** Present your verified application form and requirements to the processor. Please note that you MAY be required to present other requirements.

If approved, double check that the processor has signed your form.

**Step 3** Proceed to the data capturing /encoding section. Make sure that all information entered is complete and correct before signing on the electronic confirmation page.

For Passporting on Wheels, courier services are mandatory.

## Additional Reminders

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- Photo requirement: dress appropriately; avoid wearing heavy or theatrical make-up
- A medical certificate may be required for a medical procedure done on the applicant that may interfere in the photo or fingerprint capture process.
- Applicants are also requested to accomplish the DFA Service Quality Feedback Form by scanning the corresponding QR Code, visiting the link in the poster attached in this email, or accomplishing the included paper-based feedback form. Your responses will help us improve our services

## APPOINTMENT DETAILS:

00162025042900259

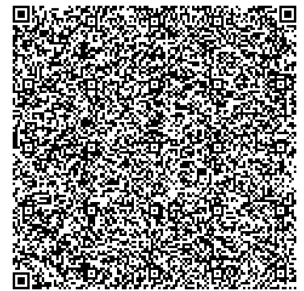
Calasiao (Robinsons Calasiao,

29-Apr-2025

14:00 - 15:00

Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS

## PASSPORT APPLICATION FORM



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

SANTUA		FIONAH	
LAST NAME/APELYIDO		FIRST NAME / PANGALAN (Jr./III)	
SALVADOR		NORZAGARAY, BULACAN	
MIDDLE NAME/GITNANG PANGALAN		PLACE OF BIRTH/POK NG KAPANGANAKAN	
January \ 05 \ 2004		GENDER/KASARIAN	
Month Day Year		MALE <input type="checkbox"/> FEMALE <input checked="" type="checkbox"/>	
DATE OF BIRTH/PETSA NG KAPANGANAKAN (Ex.: March 8, 2010)			

**Civil Status:** ☒ Single ☐ Married ☐ Widow/er ☐ Legally Separated ☐ Annulled

Complete Address: MINIEN EAST, SANTA BARBARA, PANGASINAN Tel. No.: \_\_\_\_\_

Present Occupation: STUDENT Mobile No.: 639563521708

Work Address: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

E-mail Address: santuafionah.05@gmail.com

Name of Wife / Husband: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Name of Father: SANTUA, MARLON SABARILLO Citizenship: PHL

Maiden/Single name of Mother: SALVADOR, MARISSA SANTIAGO 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? \_\_\_\_\_

Date of issue: \_\_\_\_\_ Place of issue: \_\_\_\_\_

**(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 Please immediately notify my family at mobile / tel. no. \_\_\_\_\_

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

<b>REMARKS:</b>			
Processor:	Encoder:	Signing Officer:	Transmission Officer:
RECEIVED CANCELLED PASSPORT:		RECEIVED NEW PASSPORT:	
FOR ADMINISTRATIVE USE ONLY:			

E-Receipt No: 25600061545

For more details please visit [www.dfa.gov.ph](http://www.dfa.gov.ph) or  
[www.passport.gov.ph](http://www.passport.gov.ph)

Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS

**00162025042900259****ELECTRONIC RECEIPT NO.** E-Receipt No: 25600061545**PAYMENT DETAILS:**

**MERCHANT:** Paymaya  
**BRANCH CODE:** gcash  
**REFERENCE NO:** 110170156649084645g0  
**DATE:** 14-Apr-2025  
**TIME:** 21:41

<b>APPOINTMENT NUMBER:</b> 00162025042900259	
<b>NAME:</b> FIONAH SALVADOR SANTUA	
<b>SITE NAME:</b> Calasiao (Robinsons Calasiao, Pangasinan)	
<b>TRANSACTION:</b> Passport Processing	
<b>PROCESSING TYPE:</b> Special	
<b>MODE OF PAYMENT:</b> CARD	
<b>SERVICE NUMBER:</b> E-Receipt No: 25600061545	
<b>AMOUNT</b>	Passport Fee ₱950.00
	PRF Fee ₱250.00

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