

Important Reminders

- ☐ Your appointment is on 16-Jan-2026 at 12:00 - 13:00.
Please be at Dasmariñas (SM City Dasmariñas) 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

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

- 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:

04882026011600231
Dasmariñas (SM City Dasmariñas)
16-Jan-2026
12:00 - 13:00



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
PASSPORT APPLICATION FORM



DFA-OCA-PDO-02
REV. 02/ 27 DEC 2024
BR-020725



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. 11983).

APPLICATION TYPE:

☐ ADULT ☐ MINOR (below 18 years of age)

ORDER OF PAYMENT: (FOR USE OF THE DFA ONLY.)

☐ EXPEDITE (250.00) ☐ REGULAR (950.00) ☐ LOST / DAMAGED (1,300.00) ☐ OTHERS

AUTRIZ	MARK NEIL
LAST NAME / APELYIDO	FIRST NAME / PANGALAN (Jr./II/III)
GUINDAY	TRECE MARTIRES CITY
MIDDLE NAME / GITNANG PANGALAN	PLACE OF BIRTH / POOK NG KAPANGANAKAN
18 MARCH 2004	SEX / KASARIAN <input checked="" type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DAY / MONTH / YEAR	
DATE OF BIRTH / PETA NG KAPANGANAKAN	NATIONAL ID NO.

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

Present Address: 363 PUROK 7 BRGY. SAN AGUSTIN, TRECE MARTIRES, CAVITE	
Contact no.: 09611589709	Email address: mngautriz@gmail.com
Spouse's Name:	Spouse's citizenship:
Father's Name: AUTRIZ, RANDY DE JESUS	Father's citizenship: PHL
Mother's Maiden Name: GUINDAY, MYLENE ILAGAN	Mother's citizenship: PHL

Citizenship Acquired By: ☒ Birth ☐ Election ☐ Naturalization ☐ R.A. 9225 ☐ Others

Have you ever acquired foreign citizenship? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, from what country? _____ Mode of acquisition: <input type="checkbox"/> Birth <input type="checkbox"/> Naturalization <input type="checkbox"/> Others _____	Have you served in any foreign military? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, from what country? _____ Have you renounced your Philippine Citizenship? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Have you been issued a foreign passport? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, from what country? _____	Have you ever been issued a Philippine passport? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, latest passport number? _____ Date of issue: _____ Place of issue: _____

I HEREBY DECLARE AND AFFIRM that (1) I am a Filipino citizen, (2) the information I provided in this application are true and correct, (3) the supporting documents 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.

PRIVACY POLICY: I understand that I am giving my unequivocal consent to the disclosure, collection, and use of my personal information and the data required under the New Passport Law and its Implementing Rules and Regulations. My consent effectively constitutes a waiver of any and all privacy rights pertaining to the disclosure, collection, and use of my personal information and data under the specific terms and condition found in the DFA Online Passport Appointment System Website's Privacy Policy and other pertinent DFA rules, regulations, policies on the matter, including the sharing of the above information with other Philippine Government agencies, subject to the Data Privacy Act of 2012. I authorize the DFA to publish my First and Last Name in the DFA website for the purpose of official advisory that my passport is available for release

BY SIGNING BELOW, I acknowledge that I have carefully read this application form and fully understand its contents. I hereby voluntarily agree that if I am unable to attend my scheduled passport appointment or if my passport application is denied due to lack of documentary requirements or other reasons, my payment for the passport application will be forfeited and nonrefundable

Signature of Applicant or Parent / Legal Guardian (for minor applicants)

For MINOR applicants Accompanied by: _____ Relationship to the applicant: _____ Mobile No. (Accompanying adult): _____	In Case of Emergency Name of Emergency Contact: _____ Mobile No: _____ Relationship: _____ Present Address: _____
--	---

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

REMARKS:	RECEIVED CANCELED PASSPORT:
	WL VERIFICATION:
Verifier: _____ Processor: _____	Encoder: _____
Signing Officer: _____	Transmission Officer: _____

E-Receipt No: 25500460549

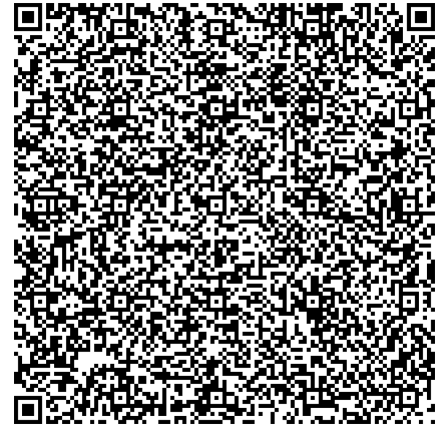
For more details please visit <https://consular.dfa.gov.ph/>

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

ELECTRONIC RECEIPT NO. 25500460549

PAYMENT DETAILS:

MERCHANT: Paymaya
BRANCH CODE: maya-wallet
REFERENCE NO: 352620408164g0
DATE: 12-Dec-2025
TIME: 21:05



APPOINTMENT NUMBER: 04882026011600231	
NAME: MARK NEIL GUINDAY AUTRIZ	
SITE NAME: Dasmariñas (SM City Dasmariñas)	
TRANSACTION: Passport processing	
PROCESSING TYPE: Regular	
MODE OF PAYMENT: CARD	
SERVICE NUMBER: 25500460549	
AMOUNT	Passport Fee ₱950.00

W.en-PH.1.1.3(1926933801.23)-RT-020725

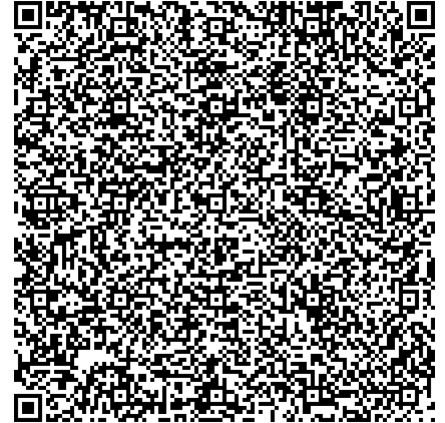
APPLICANT COPY

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

ELECTRONIC RECEIPT NO. 25500460549

PAYMENT DETAILS:

MERCHANT: Paymaya
BRANCH CODE: maya-wallet
REFERENCE NO: 352620408164g0
DATE: 12-Dec-2025
TIME: 21:05



APPOINTMENT NUMBER: 04882026011600231	
NAME: MARK NEIL GUINDAY AUTRIZ	
SITE NAME: Dasmariñas (SM City Dasmariñas)	
TRANSACTION: Passport processing	
PROCESSING TYPE: Regular	
MODE OF PAYMENT: CARD	
SERVICE NUMBER: 25500460549	
AMOUNT	Passport Fee ₱950.00

W.en-PH.1.1.3(1926933801.23)-RT-020725