

Important Reminders

- ☐ Your appointment is on 16-Jun-2023 at 13:00 - 14:00.
Please be at Dumaguete (Robinsons Dumaguete) 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.

PASSPORT APPLICATION FORM



00202023061600229

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 APPLICATION IS PUNISHABLE BY LAW (R.A. 8239).

CAJEGAS
LAST NAME / APELYIDO

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

SIMBAJON
MIDDLE NAME / GITNANG PANGALAN

PHL/BATUAN, BOHOL
PLACE OF BIRTH / POOK NG KAPANGANAKAN

AUGUST / 07 / 1999
Month Day Year

GENDER / KASARIAN ☐ MALE ☒ FEMALE

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

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

Complete Address: PUROK 2 WALINGWALING CANTIGDAS BATUAN BOHOL, TAGBILARAN CI... Tel. No.:

Present Occupation: SYSTEM PROGRAMMER I Mobile No.: 639553898702

Work Address: Tel. No.:

E-mail Address: SYSDEV0807@GMAIL.COM

Name of Wife / Husband: Citizenship:

Name of Father: TEOFIL GABUTAN CAJEGAS Citizenship: PHL

Maiden / Single name of Mother: LOURDES SUMAMPONG SIMBAJON 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 to save other people.
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.

REMARKS:

Processor: Encoder: Signing Officer: Transmission Officer:

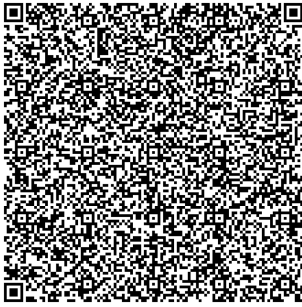
RECEIVED CANCELLED PASSPORT:

RECEIVED NEW PASSPORT:

FOR ADMINISTRATIVE USE ONLY:

E-Receipt No: 23100598056

For more details please visit www.dfa.gov.ph or www.passport.gov.ph



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

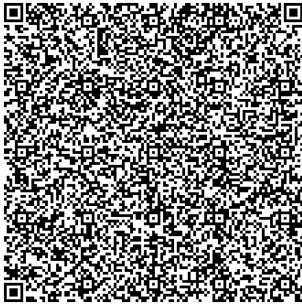
ELECTRONIC RECEIPT NO. 23100598056

PAYMENT DETAILS:

MERCHANT: ECPAY
BRANCH CODE: 19940
REFERENCE NO: DFOGBWRF2
DATE: 31-Mar-2023
TIME: 14:35



APPOINTMENT NUMBER: 00202023061600229	
NAME: JENNIFER SIMBAJON CAJEGAS	
SITE NAME: Dumaguete (Robinsons Dumaguete)	
TRANSACTION: Passport processing	
PROCESSING TYPE: Regular	
MODE OF PAYMENT: CASH	
SERVICE NUMBER: 23100598056	
AMOUNT	Passport Fee ₱950.00



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