



# BASIC REQUIREMENTS

## REQUIREMENTS FOR LOST PASSPORTS:

- CONFIRMED PASSPORT APPOINTMENT SCHEDULE FROM THE CONSULATE
- PERSONAL APPEARANCE OF APPLICANT AND PRINTED RENEWAL APPLICATION FORM
- SUBMIT NOTARIZED AFFIDAVIT OF LOSS / SALAYSAY DETAILING EXPLANATION ON WHEN, WHERE AND HOW PASSPORT GOT LOST. FORM AVAILABLE AT THE CONSULATE GENERAL
- FOR LOST EXPIRED, NON E-PASSPORT AND THOSE WHO CANNOT PRESENT A COPY OF THEIR LATEST E-PASSPORT, ORIGINAL AND PHOTOCOPY OF PSA BIRTH CERTIFICATE.

MARRIED FEMALES (WHO ARE USING THEIR SPOUSE'S LAST NAME) MUST ALSO PRESENT ORIGINAL AND SUBMIT PHOTOCOPY OF PSA AUTHENTICATED MARRIAGE CONTRACT ON SECURITY PAPER

LOCAL CIVIL REGISTRAR TRANSCRIPTION IS REQUIRED WHEN ENTRIES IN THE BIRTH CERTIFICATE ARE UNREADABLE.





# ADDITIONAL REQUIREMENTS

- PHOTOCOPY OF DATA PAGE OF LATEST PASSPORT
- SELF-ADDRESSED ¥600 RED LETTER PACK
- POLICE REPORT AND ITS ENGLISH TRANSLATION (ORIGINAL AND PHOTOCOPY)
- ONE (1) PHILIPPINE GOVERNMENT-ISSUED VALID ID WITH PHOTOCOPY. FOR THE LIST OF VALID IDS, PLEASE CHECK BELOW.
- PASSPORT FEE OF ¥30,000 INCLUDING PENALTY FEE (CASH ONLY)





# LIST OF ACCEPTABLE IDS

APPLICANT MUST PRESENT THE ORIGINAL ID WITH A PHOTOCOPY:

- PHILIPPINE IDENTIFICATION (PHILID)
- DIGITIZED SSS ID
- GSIS CARD
- UMID CARD
- LTO DRIVER'S LICENSE
- PRC ID
- OWWA E-CARD
- COMELEC VOTER'S ID
- SENIOR CITIZEN'S ID
- AIRMAN LICENSE (ISSUED AUGUST 2016 ONWARDS)
- PHILIPPINE POSTAL ID (ISSUED NOVEMBER 2016 UNTIL SEPTEMBER 2023)
- SEAFARER'S RECORD BOOK (SRB) OR SEAFARERS IDENTITY DOCUMENT (SID) (\*MUST BE ISSUED FEB 2020 ONWARDS) ISSUED BY THE MARITIME INDUSTRY AUTHORITY (MARINA)
- SCHOOL ID (IF APPLICABLE) FOR MINOR APPLICANTS  
IF SCHOOL ID IS NOT APPLICABLE: CERTIFICATE OF ENROLLMENT WITH PHOTO OF MINOR AND DRY SEAL OF SCHOOL  
FOR ADULT STUDENTS: SCHOOL ID AND CERTIFICATE OF REGISTRATION.

