



# BASIC REQUIREMENTS

## FOR FIRST TIME APPLICATION

- CONFIRMED PASSPORT APPOINTMENT SCHEDULE AND PRINTED APPLICATION FORM
- PERSONAL APPEARANCE OF APPLICANT
- ORIGINAL PSA-ISSUED BIRTH CERTIFICATE; OR REPORT OF BIRTH ISSUED BY THE CONSULATE (WITHIN ONE YEAR OF ISSUANCE) AND ITS PHOTOCOPY
- ONE (1) VALID ID AND ITS PHOTOCOPY
- RED LETTER PACK
- PASSPORT FEE OF ¥ 9,000 (CASH ONLY)



## **IN CASE OF LATE REGISTERED PSA-ISSUED CERTIFICATE OF LIVE BIRTH, REPORT OF BIRTH, OR CERTIFICATE OF FOUNDLING**

- ORIGINAL AND PHOTOCOPY OF PSA-ISSUED CERTIFICATE OF LIVE BIRTH, REPORT OF BIRTH, OR CERTIFICATE OF FOUNDLING;
- AT LEAST ONE OF THE FOLLOWING ON TOP OF THE BASIC REQUIREMENTS: ADDITIONAL PRIMARY GOVERNMENT-ISSUED VALID ID ACCEPTED FOR PASSPORT APPLICATION;

IF UNABLE TO PROVIDE AN ADDITIONAL PRIMARY ID, THE APPLICANT MUST SUBMIT ANY TWO (2) OF THE FOLLOWING DOCUMENTS:

NBI CLEARANCE (VALID OR EXPIRED);

SCHOOL RECORDS SUCH AS:

FORM 137-A

TRANSCRIPT OF RECORDS

DIPLOMA OBTAINED FROM ELEMENTARY, HIGH SCHOOL

AND/OR COLLEGE

IF GOVERNMENT EMPLOYEE, SERVICE RECORD;

MEMBER DATA RECORD (MDR) FROM PHILHEALTH



# LIST OF ACCEPTABLE IDS FOR PASSPORT APPLICATION:

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)
- VALID SCHOOL ID (IF APPLICABLE)

