

PASSPORT APPLICATION FORM

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. 8239).

LAST NAME / APELYIDO	FIRST NAME / PANGALAN (Jr./II/III)
MIDDLE NAME / GITNANG PANGALAN	PLACE OF BIRTH / POOK NG KAPANGANAKAN
_____/_____/_____ Month Day Year	GENDER / KASARIAN <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
DATE OF BIRTH / PETA NG KAPANGANAKAN (Ex.: March 8, 2010)	

Civil Status: Single Married Widow/er Legally Separated Annulled

Complete Address: _____ Tel. No.: _____
Present Occupation: _____ Mobile No.: _____
Work Address: _____ Tel. No.: _____
E-mail Address: _____
Name of Wife / Husband: _____ Citizenship: _____
Name of Father: _____ Citizenship: _____
Maiden / Single name of Mother: _____ Citizenship: _____

Citizenship Acquired By: <input type="checkbox"/> Birth <input type="checkbox"/> Election <input type="checkbox"/> Marriage <input type="checkbox"/> Naturalization <input type="checkbox"/> R.A. 9225 <input type="checkbox"/> Others _____	
Are you a holder of a foreign passport? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, from what country? _____	Have you ever been issued a Philippine Passport? <input type="checkbox"/> Yes <input type="checkbox"/> 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: _____	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 <input type="checkbox"/> Any organ / tissue <input type="checkbox"/> Specific organ _____ to save other people. Please immediately notify my family at mobile / tel. no. _____.
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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:

PASSPORT APPLICATION REQUIREMENTS:

ELECTRONIC PASSPORT (E-PASSPORT)

I. For NEW-BORN OR FIRST-TIME APPLICANT

1. Original and photocopy of the Report of Birth issued by the Philippine Statistics Authority (PSA) of the applicant
2. Personal Appearance of either parent or legal guardian
3. Original and photocopy of passport data page of either parent or legal guardian
4. Original and photocopy of court decision or order granting legal guardianship of the minor, if applicable

II. For RENEWAL OF PASSPORT

A. Standard Requirements:

1. Personal appearance of applicant
2. Duly accomplished passport application form
3. Valid passport and photocopy of passport data page
4. Original and photocopy of Permesso di Soggiorno or Carta d'Identita
5. Payment of Passport Application Fee of €54.00

B. Additional Requirements:

1. **If applicant is a minor (below 18 years old):**
 - a. Personal appearance of either parent
 - b. Original and photocopy of passport data page of either parent
 2. **For a married woman who would like to use the surname of her husband:**
 - a. Original and photocopy of Marriage Contract issued by the Philippine Statistics Authority (PSA)
 - i. If PSA Marriage Contract is blurred or unreadable:
 - original and photocopy of Marriage Contract issued by the Local Civil Registrar
 - b. Original and photocopy of the Report of Marriage
 3. **For a married woman who would like to revert to her maiden name:**
 - a. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA)
 - i. If PSA Birth Certificate is blurred or unreadable:
 - Certified True Copy (CTC) of Birth Certificate from the Local Civil Registrar and duly authenticated by PSA
 - ii. If born abroad:
 - Report of Birth duly authenticated by PSA
 - iii. If widowed:
 - Husband's Death Certificate issued by PSA
 - iv. If marriage is nullified/annulled:
 - Annotated PSA Marriage Contract and (Certified True Copy (CTC) of Court Order effecting the nullity/annulment
 - v. If divorced:
 - Certified True Copy (CTC) of the Divorce Decree duly authenticated by the Philippine Embassy or Consulate where the divorce was obtained or by the concerned foreign diplomatic or consular mission in the Philippines.
 - Certified True Copy (CTC) of the Philippine court's recognition of foreign divorce decree must also be presented and the PSA Marriage Contract with the annotation of the Divorce Decree.
4. **If applicant has reacquired his or her Philippine citizenship:**
 - a. Original and photocopy of Identification Certificate or Oath of Allegiance
5. **For Mutilated/Damaged/Discrepant Passport:**
 - a. Affidavit to Explain Mutilation/Damage/Discrepancy, with payment of fee of €22.50
6. **If applicant is not a resident in Italy (No Permesso di Soggiorno or Carta d'Identita):**
 - a. Affidavit of Explanation or Sworn Statement
 - b. Valid Philippine Government-issued ID
7. **If passport is expired for more than six (6) months from date of application:**
 - a. Affidavit of Explanation, with payment of fee of €22.50
8. **If passport does not indicate the city or municipality of place of birth:**
 - a. Original Birth Certificate issued by the Philippine Statistics Authority (PSA)

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6. Original and photocopy of Police Report or Denuncia
7. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA)
 - a. If PSA Birth Certificate is blurred or unreadable:
 - original and photocopy of Birth Certificate issued by the Local Civil Registrar
8. Photocopy of lost passport, if any
9. For a married woman who has used the surname of her husband:
 - a. Original and photocopy of Marriage Certificate, issued by PSA, or Report of Marriage
 - i. If PSA Marriage Certificate is blurred or unreadable:
 - original and photocopy of Marriage Certificate issued by the Local Civil Registrar
10. Other documents showing photo and signature of applicant, as may be required, such as any of the following:
 - a. Voter's ID, Professional Regulation Commission (PRC), Driver's License, Seaman's Book, Transcript of Records, Diploma, Government Service Record, Social Security System (SSS) ID, Government Service Insurance System (GSIS) ID

IV. EXTENSION OF VALIDITY OF PASSPORT

A holder of a valid e-passport may apply for an extension of the period of its validity only under the following conditions:

1. Death in the family requiring the Filipino national or any of his/her dependent family members to urgently travel to the Philippines
2. Medical or legal emergency requiring the Filipino nationals or his/her dependents to urgently travel to the Philippines or any other country for medical treatment or legal proceedings
3. Compliance with the following:
 - a. An application for renewal of e-passport has to be filed simultaneously with the application for extension of passport validity.
 - b. Applicant may present proof of urgency, such as death certificate, medical certificate and similar medical documents, subpoena or notices of hearing and the like. Confirmed flight details and plane tickets may also be presented.
 - c. E-passport validity extension may only be given to expiring passports. **Expired passports shall not be allowed for validity extension.**

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d. Machine-Ready Readable Passports (MRRPs) or Machine-Readable Passport (MRPs) cannot be extended or revalidated.

e. The extended passport shall be cancelled immediately upon applicant's receipt of the new (renewed) passport. In no case shall extended passports be further extended.

f. The extension facility shall be available only under the conditions stated above and cannot be made available for applicants intending to travel only for tourism purposes.

V. TRAVEL DOCUMENT

A Filipino citizen who does not have a valid passport, for one reason or another, and wishes to return to the Philippines, may apply for a Travel Document in lieu of a passport for his/her direct return to the Philippines. Applicant has to undergo interview by a consular officer and comply with the following documentary requirements:

1. Duly accomplished Travel Document application form
2. Copy of Police Report or Denuncia for lost passport
3. Affidavit of Loss/ Explanation
4. Photocopy of lost Philippine passport or Birth Certificate issued by the Philippine Statistics Authority (PSA)
5. Interview with Assistance-to-Nationals (ATN) Officer
6. Three (3) pieces of ID photo (size 4.5 cm. x 3.5 cm.) with white background
7. Other documents as may be required
8. Payment of Travel Document fee of €27.00

IMPORTANT:

- A Travel Document is issued ONLY for the purpose of direct travel to the Philippines.
- For a convenient travel to the Philippines, applicant is strongly recommended to consult an ATN Officer at the Embassy **before** booking flight arrangements.

CONTACT DETAILS OF THE PHILIPPINE EMBASSY, ROME, ITALY:

- Website <http://romepe.dfa.gov.ph>
- Facebook Page: Embassy of the Philippines – Rome, Italy
- Tel. No.: +39 06 39746621 (extension no. 200)

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