

## 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:

☐ Birth ☐ Election ☐ Marriage ☐ Naturalization ☐ R.A. 9225 ☐ 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: _____
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### (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:

**PASSPORT  
ELECTRONIC PASSPORT (E-PASSPORT)**

**I. 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 Permessio 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 desires to use the surname of her husband**

- a. Original and photocopy of Marriage Contract
- b. Original and photocopy of the Report of Marriage

**3. If applicant has reacquired his or her Philippine citizenship:**

- a. Original and photocopy of Identification Certificate or Oath of Allegiance

**4. For Replacement of Lost Passport:**

- a. Personal appearance of applicant
- b. Affidavit to Explain Loss
- c. Original and photocopy of Police Report or Denuncia
- d. Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA)
- e. Original and photocopy of Marriage Certificate, issued by the PSA, or Report of Marriage
- f. Photocopy of lost passport
- g. Payment of Fee:
  - €135.00 for lost valid e-passport; or
  - €81.00 for lost valid Machine-Ready Readable Passport (MRRP) or Machine-Readable Passport (MRP)
- h. Other documents showing photo and signature of applicant, as may be required, such as any of the following:
  - 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

**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 Permessio di Soggiorno or Carta d'Identita):**

- a. Affidavit of Explanation
- b. Valid Philippine Government-issued ID

**7. If passport is expired for more than six (6) months from date of application**

- a. a. Affidavit of Explanation, with payment of fee of €22.50

**II. For NEW-BORN OR FIRST-TIME APPLICANT**

- 1) Original and photocopy of the Report of Birth 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

**III. 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 simultaneous 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.**
  - 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.

**IV. 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 Denunda for lost passport
- 3) Affidavit of 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://rome.pe.dfa.gov.ph>
- Facebook Page: Embassy of the Philippines – Rome, Italy
- Tel. No.: +39 06 39746621 (extension no. 200)