

**FOR MINOR APPLICANTS(below 18 years old)**

- Confirmed Appointment
- Personal Appearance of the minor applicant
- Personal Appearance of either parents, **PSA Marriage Contract**, and Valid Passport of parents(*if minor is a legitimate child*)
- Personal Appearance of mother and proper ID or Valid Passport of mother (*if minor is an illegitimate child*)
- Original and photocopy of valid passport of the person travelling with the minor.

- **Original Birth Certificate (BC)** of minor in Security Paper issued by PSA or Certified True Copy of BC issued by the LCR duly authenticated by PSA. Transcribed BC from the LCR is required when entries is PSA BS are **BLURRED OR UNREADABLE**. Report of Birth duly authenticated by PSA is required if minor was born abroad.
- Documents of identity with photo, if minor is 8-17 years old (for first time & renewal applicant) such as **SCHOOL ID** or **FORM 137** with readable dry seal. For minor applicants who never attended school, a **Notarized Affidavit of Explanation** executed by either **PARENT (if minor is a legitimate child) / by MOTHER (if minor is an illegitimate child)** detailing the reasons why the child is not in school, is required.

**ADDITIONAL REQUIREMENTS**

- **If minor is not traveling with either parent or alone:**
  - Personal Appearance of either parent(if minor is a legitimate child) / of mother (if minor is an illegitimate child)
  - Affidavit of Support and Consent (ASC) executed by either parent indicating the name of the traveling companion and relationship to the minor. If minor traveling alone, ASC must be executed by either parent, stating that his/her child will be traveling alone. If minor is illegitimate mother should execute the ASC.
  - Original and photocopy of DSWD Clearance. There is no need to secure a DSWD Clearance if the minor traveling abroad has parent who are in the Foreign Service or living abroad or are immigrants, provided he / she is holding a valid pass such as a dependents VISA/pass/identification card or permanent resident visa/pass/identification card which serves as proof that he/she is living with parent abroad.
- **If both parent are abroad:**
  - Affidavit of Support and Consent (ASC) executed by either parent indicating the name of traveling companion (authenticated by the nearest Philippine Embassy or Consulate General). If minor is illegitimate, mother should execute ASC.
  - Special Power of Attorney (SPA) with an attached photocopy of either parents valid passport (authenticated by the nearest Philippine Embassy or Consulate General) authorizing a representative in assisting the child to apply for a passport. If minor is illegitimate, mother should execute SPA.
  - Original and photocopy of DSWD Clearance. There is no need to secure a DSWD Clearance if the minor traveling abroad has parent who are in the Foreign Service or living abroad or are immigrants, provided he / she is holding a valid pass such as a dependents VISA/pass/identification card or permanent resident visa/pass/identification card which serves as proof that he/she is living with parent abroad.
  - Proper ID of the duly authorized representative(Please refer to list of Acceptable IDs)
- **If minor is illegitimate but acknowledged by father:**
  - Birth Certificate from PSA reflecting surname of father with affidavit of Acknowledgement and Consent to use surname of father
- **Orphaned minor applicant:**
  - Authenticated Death Certificate of parents from PSA
  - Court Order awarding guardianship of the orphaned minor applicant or substitute parental authority under Article 214 & 215 of the Family Code
  - DSWD Clearance

- **Abandon minor applicant:**
  - Court Order awarding guardianship of the abandon minor applicant or substitute parental authority
  - DSWD Travel Clearance
- **Founding:**
  - Certificate of founding authenticated by PSA
  - DSWD Clearance
  - Passport of the person who found the applicant
  - Letter of authority or endorsement from DSWD for the issuance of passport
- **Legally adopted**
  - Original and Certified True Copy (CTC) of the PSA amended Birth Certificate after adoption
  - Certified True Copy(CTC) of the Court Decision or Order on Adoption and Certificate of Finality
  - DSWD Clearance for minor applicant, if traveling with the person other than the adopting parents
- **In Case the applicant is for adoption by foreign parents:**
  - Certified True Copy of the Court Decree of Abandonment of child
  - PSA Death Certificate of the child's parent or the Deed of Voluntary Commitment executed after the birth of the child
  - Endorsement of child to the Inter-Country Adoption Board by the DSWD
  - Authenticated Birth of Founding Certificate
- **Minor Applicant whose parent are annulled/ divorced:**
  - Court order awarding guardianship of the minor applicant or substitute parental authority
  - DSWD Travel Clearance
  - PSA Marriage Certificate with annotation on nullity or annulment decree
- **Minor applicant whose mother is likewise a minor:**
  - Personal appearance of mother and maternal grandparents
  - PSA Birth Certificate of minor applicant and mother
  - Affidavit of Support and Consent executed by the maternal grandparents indicating the name of traveling companion
  - DSWD Clearance if minor will be traveling with the person other than the maternal grandparent
  - Proof of identity of mother and maternal grandparent(Please refer to List of Acceptable ID)
- **For Muslim Applicant(same general requirements stated above)**
- **For Late registered Muslim Applicants:**
  - Certificate of Tribal Affiliation from the National Commission on Muslim Filipinos(NCMF)
- **For Converts who like to use their Muslim name:**
  - Annotated Birth Certificate (BC)in Security Paper(SECPA) issued by PSA bearing the Muslim Name
  - NCMF Certificate of conversion