

REQUIREMENT FOR RENEWAL PASSPORT

- **Personal Appearance**
- **Most Recent Passport(expiring or expired)**
- **Confirmed Appointment**
- **Duly Accomplished Application**
- **One(1) VALID ID and at least three(3) Supporting Documents to prove Identity if necessary**

- **BROWN PASSPORT OR PASSPORT ISSUED PRIOR TO 01 MAY 1995:**
 - Bring original brown passport and photocopy of passport pages 1,2,3,4 and last page
 - Birth certificate in security paper issued by PSA or certified true Copy BC issued by the local civil Registrar and duly authenticated by PSA, to determine complete middle name. Transcribed birth certificate from the LCR is required when entries in PSA Birth Certificate are blurred or unreadable. Report of Birth duly authenticated by PSA if born Abroad PSA

- **Green Passport or passports issued after 01 May 1995:**
 - Bring original green passport and photocopy of the date page and last page of passport

- **For women who would their civil status from single to married:**
 - Marriage contract (MC) in security paper issued by PSA or certified true copy of MC issued by the local civil Registrar is duly authenticated by PSA. Transcribed Marriage contract from the LCR is required when entries in PSA Marriage Contract are blurred or unreadable. Report of marriage duly authenticated by PSA if married abroad

- **For Spouse of foreign national who would change their civil status from single to married :**
 - Marriage contract (MC) in Security Paper issued by PSA or Certified True Copy of MC issued by the Local Civil Registrar and duly authenticated by PSA. Transcribed Marriage Contract from the LCR is required when entries in PSA Marriage Contract are blurred or unreadable, Report of Marriage duly authenticated by PSA if married abroad.
 - Original and photocopy of Commission of Filipino Overseas (CFO) Guidance and Counseling Certificate of Attendance

- **For married women who would like to revert to their maiden name:**
 - Birth Certificate (BC) in Security Paper (SECPA) issued by PSA or Certified True Copy of BC issued by the Local Civil Registrar and duly authenticated buy PSA. Transcribed Birth Certificate from LCR is required when entries in PSA Birth Certificate are blurred or unreadable; Report of Birth duly authenticated by PSA is required if born abroad.

- If already widowed: Death Certificate in Security Paper (SECPA) issued by PSA of the deceased husband
- If marriage is annulled: Certified True Copy of annotated PSA Marriage Contract and Court Order effecting the annulment.
- If divorced: Certified True Copy 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. Original and CTC of Phil. Court recognition of foreign divorce decree must also be present and the PSA MC with the annotation of the Divorce Decree.

- **Machine Readable Passport(MRP) issued in the year 2007:**
 - Bring Original passport and photocopy of first and last page of passport
 - Birth Certificate (BC) in Security Paper (SECPA) issued by the **PHILIPPINE STATISTIC AUTHORITY (PSA)** or Certified true copy (CTC) of BC issued by the Local Civil Registrar (LCR) to determine complete place of birth. Transcribed Birth Certificate from the LCR is required when entries in PSA Birth Certificate is **BLURRED OR UNREADABLE**.

- **ELECTRONIC PASSPORT (E-PASSPORT)**
 - Bring original e-passport and photocopy of page 2(date type) of passport.

- **FOR MINOR APPLICANTS, REQUIREMENTS FOR FIRST TIME MINOR APPLICANTS ARE STILL PRESCRIBED, IN ADDTION TO THE PASSPORT OF MINOR**

- **FOR MUSLIM APPLICANTS (same general requirement stated)**

- **For converts who would like to use their Muslim Name:**
 - Annotation Birth Certificate (BC) in Security Paper (SECPA) issued by PSA bearing the Muslim name.
 - National Commission on Muslim Filipinos (NCMF) Certificate of Conversion

- **For naturalized Filipinos of applicant that elected Philippine Citizenship and holder of brown or green passport**
 - Bureau of Immigration Identification Certificate
 - Certificate of Naturalization
 - Elected on Filipino Citizenship / Oath of Allegiance

- **Applicants who re-acquired Filipino Citizenship**
 - Identification Certificate
 - Oath of Allegiance
 - Order of Approval
 - Report of Birth (for those born abroad)