

REQUIREMENTS FOR FIRST TIME PASSPORT APPLICATION

- Personal Appearance
- Confirmed Appointment
- Duly Accomplished Application Form
- NSO Birth Certificate

--(one(1)VALID ID card and three(3)Supporting docs to prove identity if necessary)—

In Case of No Birth Records:

If born in or after 1950(January 1, 1950 or after):

- Apply for the delayed registration of birth at the Local Civil Registry Office located at the place of birth of applicant
- Submit Authenticated Birth Certificate from PSA and supporting public documents upon the discretion of the processor or Consular Officer, with correct date and place of birth(*i.e. Form 137, voter's Registration Record, Baptismal Certificate with readable dry seal or NCMF Certificate with photo and readable dry seal, for Muslim applicants*)

If born before 1950 and below(December 31, 1949 and below):

- Certificate of Non-availability of Birth Record from PSA.
- Notarized Joint Birth Affidavit of Two Disinterested Persons
- Any Public documents with correct full name, date and place of birth (*i.e. Baptismal Certificate with readable dry seal or NCMF Certificate with photo and readable dry seal, for Muslim applicant*)

➤ **Supporting Documents**

Any three(3) of the following:

- NSO Marriage Contract
- Land Title
- Seaman's Book
- Elementary/High School Form 137 or TOR w/ readable dry seal
- Government Service Record
- NBI/Police/Barangay Clearance
- SSS-E1 Form
- ITR
- Voter's Certificate with receipt
- School Yearbook
- Community Tax Certificate

At least One(1) Valid Identification Card:

- Voter's ID
- Digitized SSS ID
- Drivers License
- GSIS E-card
- PRC ID
- IBP ID
- OWWA ID
- Digitized BIR ID
- Senior Citizen ID
- Old College ID
- Alumni ID
- Old Employment ID
- Current Employment ID with Employment Certificate

➤ **ADDITIONAL FOR DELAYED REGISTRATION**

- Sequential on Growing-up Photos
- Additional Forms of photo-identification
e.g. old drivers license, old work ID, student card, old social club membership, etc.
- Documentary evidence to show use of name.
e.g. pay slip, bank statement, college registration, etc
- Evidence of registry at the application address
e.g. utility bills, official correspondence from public or private sector

➤ **ADDITIONAL REQUIREMENTS FOR MARRIED WOMEN**

- Marriage Contract (MC) in Security Paper issued by PSA or Original and photocopy of the Certified True Copy of MC issued by the Local Civil Registrar and duly authenticated by PSA. Transcribe MC from the LCR is required when entries in PSA MC are **BLURRED OR UNREADABLE**. Report of Marriage duly authenticated by PSA is required if married abroad
Original and photocopy of Commission of Filipinos Overseas(CFO) Guidance and Counseling Certificate of Attendance(**required for women with foreign national Husband**)

➤ **Applicants who availed of Dual Citizenship under RA9225**

- Identification Certification from the Bureau of Immigration
- Oath of Allegiance
- Order of Approval

➤ **Aliens who have elected Filipino citizenship**

- Identification Certification from the Bureau of Immigration
- Oath of Allegiance
- Affidavit of Election of Philippine Citizenship

➤ **Aliens who has been naturalized**

- Identification Certification from the Bureau of Immigration
- Oath of Allegiance