

## REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORT

- Personal Appearance
- Confirm Appointment for applicants with expired passports and issued travel documents (lost-valid passport applicants may proceed directly to the Consular Records Division at DFA-Aseana without an appointment)
- Duly accomplished application form-may be downloaded from the DFA website.
- **REQUIREMENTS FOR THE FIRST TIME APPLICANTS IS SILL PRESCRIBED**

➤ **In case passport was lost and cannot be found:**

- Submit Notarized Affidavit of Loss (with detailed explanation on when, where and how passport got lost).
- If the lost passport is still valid submit Police Report .
- Photocopy of first page of lost passport (if available )  
There will be a 15-clearing period to the processing of application for replacement of a lost valid passport

➤ **In case passport was already declared lost by the applicant but eventually was found and returned to him/her:**

- Notarized Affidavit of Retrieval (with detailed explanation on when, where and how passport was found)
- Original and photocopy of first and last page of passport

➤ **In case of mutilated or damaged passports:**

- Notarized Affidavit of Mutilation( with detailed explanation on when, where and how passport got mutilated or damaged)
- Original and photocopy of first and last page of passport.

➤ **In case applicant was issued a Travel Document:**

- Original Travel Document
- Notarized Affidavit of Explanation Regarding Issuance of Travel Document(with detailed explanation on when, where and why applicant was issued a travel document)
- Original and photocopy of first and last page of cancelled passport(if passport is still in the possession of the applicant)  
The will be a 15-day clearing period prior to the processing of application for replacement of a lost valid passport