

Passport Requirements Checklist (DFA)

What the DFA asks for: first passport, renewal, minors and lost passports, with fees. From the DFA Office of Consular Affairs' requirement lists.

₱950

Regular: ~10 / 12 working days

₱1,200

Expedited: ~5 / 7 working days

+₱350

Lost or mutilated ePassport

No photo

The DFA takes it on the day

Working days: Metro Manila / outside Metro Manila.

FIRST PASSPORT, ADULT (18+)

- ☐ **Confirmed online appointment**
passport.gov.ph. Courtesy Lane applicants don't need one
- ☐ **Accomplished application form**
Generated when you book
- ☐ **PSA birth certificate, original + photocopy**
LCR copy too if the PSA copy is hard to read
- ☐ **1 accepted valid ID, original + photocopy**
PhilID/ePhilID, UMID, driver's license, PRC ID, postal ID. Not Pag-IBIG, TIN or PhilHealth IDs
- ☐ **Married, using husband's surname: PSA marriage certificate**
Original + photocopy. Not needed if you keep your maiden name

RENEWAL, ADULT EPASSPORT

- ☐ **Confirmed online appointment**
- ☐ **Accomplished application form**
- ☐ **Current ePassport + photocopy of the data page**
You get the old passport back
- ☐ **Changing your name? Original PSA document**
PSA marriage certificate, annotated birth or marriage certificate, or spouse's death certificate

MINOR (17 AND UNDER)

- ☐ **Confirmed online appointment**
Children 7 and under can use the Courtesy Lane
- ☐ **Child appears with a parent or authorized adult**
Parents not married: only the mother, unless she signs an SPA
- ☐ **PSA birth certificate of the child**
- ☐ **Valid ID of the child and of the adult**
No school ID? Certificate of Enrolment with photo and dry seal
- ☐ **Renewal: the child's current passport + data page copy**

LOST OR DAMAGED EPASSPORT

- ☐ **Police report in English**
Original + photocopy
- ☐ **Notarized Affidavit of Loss in English**
Damaged instead: notarized Affidavit of Explanation + PSA birth certificate
- ☐ **Photocopy of the lost passport's data page, if you have one**
No copy: add your PSA birth certificate (treated as a new applicant)
- ☐ **₱350 penalty**
On top of the passport fee

Old brown, green or maroon passport? Renewed as a new application: current passport, PSA birth certificate and 1 accepted valid ID. **Always** bring originals and photocopies. Expired passports have no penalty. Book only at passport.gov.ph: the DFA warns that fixers are illegal.

Full guides: papelesph.com/passport-requirements/ · papelesph.com/passport-renewal/ · Interactive checklist: papelesph.com/tools/passport-checklist/

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