



REQUIREMENTS FOR ISSUANCE OF MACHINE READABLE PASSPORT

I. BASIC REQUIREMENTS FOR FIRST-TIME APPLICANT (FOR APPLICANT BORN OUTSIDE OF THE PHILIPPINES):

1. Personal appearance is required, except for the following:
 - Children below eight (8) years old in which case the application must be filed personally by a parent;
 - Senior citizen 65 years and older in which case the application must be notarized and filed by an authorized next of kin to be indicated in the passport application form;
2. Application by mail is no longer allowed;
3. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian, and bearing applicant's left and right thumb marks;
4. For minor below 18 years old, notarized Affidavit of Consent to Travel issued by either parent or legal guardian;
5. Three (3) identical 1.77" X 1.37" MRP-compliant colored photographs (with royal blue background);
6. Report of Birth (*See Report of Birth Requirements*);
7. Passport Processing Fee - \$50.00 for 44-page machine readable passport

II. BASIC REQUIREMENTS FOR PASSPORT RENEWAL

1. Personal appearance is required, except for the following:
 - Children below eight (8) years old in which case the application must be filed personally by a parent;
 - Senior citizen 65 years and older in which case the application must be notarized and filed by an authorized next of kin to be indicated in the passport application form;
2. Application by mail is no longer allowed;
3. Old passport (most recent) and one (1) photocopy of data page/s of old passport (Old passport is returned);
4. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian, and bearing applicant's left and right thumb marks;
5. For minor below 18 years old, notarized Affidavit of Consent to Travel issued by both parents;
6. Three (3) identical 1.77" X 1.37" MRP-compliant colored photographs (with royal blue background);
7. If passport does not spell out the applicant's complete middle name, one (1) original or certified true copy and one (1) photocopy of proof of middle name, such as birth certificate and baptismal certificate, etc.;
8. Passport Processing Fee - \$50.00 for 44-page machine readable passport

N.B. Original supporting documents are to be returned.

III. BASIC PASSPORT REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORT

1. Personal appearance and interview;
2. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by the parent or legal guardian, and bearing applicant's left and right thumb marks;
3. For minor below 18 years old, notarized Affidavit of Consent to Travel issued by both parents;
4. Duly notarized Affidavit of Loss giving details of circumstances surrounding the loss of the passport;
5. Police Report, in case passport was lost as a result of robbery, theft or similar circumstances;
6. Three (3) identical 1.77" X 1.37" MRP-compliant colored photographs (with royal blue background);
7. One (1) original or certified true copy and one (1) photocopy of Birth Certificate authenticated by the NSO;
8. In the absence of a Birth Certificate, one (1) original or certified true copy and one (1) photocopy each of other documents that may be required by the Consular Officer pursuant to R.A. 8239 & D.O. 11-97 such as Baptismal Certificate, Seaman's Book, etc.;
9. Lost Passport Processing Fees (see no. VIII below)

Passport Fee	US\$ 90.00
Communication Fee	US\$ 10.00
Total Fees	US\$ 100.00

10. Waiting period is fifteen (15) working days for clearance, on top of the six (6) weeks processing period for MRP.

IV. ADDITIONAL REQUIREMENTS FOR SPECIAL CIRCUMSTANCES

1. FOR MARRIED WOMAN WHO IS USING HUSBAND'S FAMILY NAME FOR THE FIRST TIME:

- In case of woman married in the U.S.: Report of Marriage (See Report of Dissolution of Marriage Requirement)
- In case of woman married in the Philippines: one (1) original or certified true copy and one (1) photocopy of Marriage Contract duly authenticated by the Philippine National Statistics Office (NSO)

2. FOR WOMAN DIVORCED BY NON-FILIPINO HUSBAND WHO IS REVERTING TO HER MAIDEN NAME:

- One (1) original or certified true copies and one (1) photocopy of Judicial Decree of Divorce
- Report of Divorce (See Report of Dissolution of Marriage Requirements)

3. OTHER REQUIREMENTS

The Consular Officer reserves the right to require additional proof or documents, pursuant to the Philippine Passport Law (R.A. 8239) and the Foreign Service Act (R.A. 7157)

N.B. Original supporting documents are to be returned.

V. ADDITIONAL REQUIREMENTS TO HAVE PASSPORT RETURNED BY MAIL OR COURIER (Only for approved applications)

Enclose either one of the following:

- \$6.00 in postal money order or cashier's check
- Pre-paid U.S. Postal Service Express Mail Envelope or Courier of choice such as FEDEX, DHL or UPS

N.B. Please take note of the mailing or courier tracking number since the Philippine Consulate General cannot assume responsibility for documents which have been mailed through the U.S. Postal Service or Courier Service.

VI. REQUIREMENTS FOR PICTURES

Pictures shall have the MRP-compliant royal blue background, taken within six (6) months before the date of application, showing clear front view of applicant's face, without eyeglasses and without unnatural piercing, and applicant wearing clothes with collar and sleeves. Blurred or low quality photos are not accepted.

For more information on the MRP-compliant colored photographs, you may wish to call the Consulate at 213 637 3017 or visit the website of the Consulate at www.philippineconsulatela.org.

VII. RELEASING TIME

1. APPLICATION SUBMITTED PERSONALLY

Passport is released after at least six (6) weeks after receipt by the Consulate of the duly accomplished application form and all requirements.

2. APPLICATION FOR LOST PASSPORT

Passport is released after a total of eight weeks [15-working day waiting period + six (6) weeks processing of the machine readable passport] from the time of receipt by the Consulate of the duly accomplished application form and all requirements

VIII. JURISDICTION OF THE PHILIPPINE CONSULATE GENERAL, LOS ANGELES

Only passport application from the following states are accepted at the Philippine Consulate General, Los Angeles: Los Angeles, Arizona, New Mexico, Southern California, Southern Nevada, and Texas

WARNING: APPLICATION SHALL BE COMPLETELY ACCOMPLISHED, ANSWERS TYPED OR PRINTED LEGIBLY WITH BLACK OR BLUE INK AND ALL REQUIREMENTS SUBMITTED, OTHERWISE, APPLICATION SHALL BE RETURNED UNPROCESSED.