

## RENEWAL OF PASSPORT (passport releasing 6-8 weeks):

1. By appointment (<http://philembassy.nz/appointy.com>), please show email or the printed confirmation
2. Personal appearance,
3. Duly accomplished e-Passport/Passport application form (<https://www.philembassy.org.nz/download>)
4. Original Passport and Copy Passport (data page)
5. Identification Certificate (Citizenship retention & reacquisition) if Dual Citizen under RA9225
6. Courier Bag with a "Courier Signature Required" sticker (within NZ if residing in NZ/ International courier if residing outside NZ)
7. Payment should be cash or in bank check (payable to Philippine embassy). Please refer to our consular fees (<https://www.philembassy.org.nz/consular/schedule-of-fees>)
8. Additional requirement if applicant is a Minor (below 18):
  - a. Copy of Parents Passport
  - b. PSA (NSO) Birth Certificate for those born in the Philippines or other countries or Report of Birth if the child is born in New Zealand, Cook Islands, Fiji, Samoa or Tonga
  - c. Personal appearance of either parent (as stated in the Birth Certificate)
9. If First time applicant: PSA (NSO) PSA (NSO) Birth Certificate for those born in the Philippines or other countries or Report of Birth if the child is born in New Zealand, Cook Islands, Fiji, Samoa or Tonga
10. If Married, PSA (NSO) Marriage Contract
11. Passport applicants must wear a shirt with collar for data capturing purposes (photo)
12. In case of annulment, marriage contract with annotation of nullity of marriage
13. In case of death of spouse, PSA (NSO) death certificate
14. Any documents that may be required by the Philippine Embassy

*Note: The Philippine Embassy assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.*

## SAMPLE:



Passport form / overseas voting registration / courier bag signature required

## **LOST PASSPORT OR LOST E-PASSPORT (RELEASING PASSPORT 8-12 WEEKS PLUS 15 DAYS WAITING PERIOD)**

1. By appointment (<http://philembassynzl.appointy.com>), please bring email or print out confirmation
2. Personal appearance
3. Duly accomplished e-Passport/Passport application form (<https://www.philembassy.org.nz/download>)
4. Original and copy of PSA or NSO Birth Certificate
5. If married, Original and copy of PSA/ NSO Marriage Contract
6. Affidavit of Lost (original with stamp of Justice of Peace)
7. Police report (original)
8. Copy of Lost passport
9. Courier Bag with a "Courier Signature Required" sticker (within NZ if residing in NZ/ International courier if residing outside NZ)
10. Payment should be cash or in bank check (payable to Philippine embassy). Please refer to our consular fees (<https://www.philembassy.org.nz/consular/schedule-of-fees>)
11. Additional requirement if applicant is a Minor (below 18):
  - a. Copy of Parents Passport
  - b. PSA (NSO) Birth Certificate for those born in the Philippines or other countries or Report of Birth if the child is born in New Zealand, Cook Islands, Fiji, Samoa or Tonga
  - c. Personal appearance of either parent (as stated in the Birth Certificate)
12. Passport applicants must wear a shirt with collar for data capturing purposes (photo)
13. In case of annulment, marriage contract with annotation of nullity of marriage
14. In case of death of spouse, PSA (NSO) death certificate
15. Any documents that may be required by the Philippine Embassy

*Note: The Philippine Embassy assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted.*