

PASSPORT APPLICATION REQUIREMENTS

All passport applicants must secure an appointment online. Please visit <https://www.passport.gov.ph> to schedule your appointment.

Once you have secured your appointment slot, please bring the following on the day of your appointment:

1. Copy of the email confirmation of your appointment.
2. Printout of the passport application form;
3. Original passport and copy of the data page of the passport;
4. For first time adult applicants: PSA or NSO Birth Certificate for those born in the Philippines or other countries, or Report of Birth filed and processed by the Embassy if the applicant was born in New Zealand, Cook Islands, Fiji, Samoa or Tonga
5. For Dual Citizens under RA 9225, (Citizenship Retention & Reacquisition Act), original and copy of Identification Certificate;
6. Domestic or international Courier Bag with a "Courier Signature Required" sticker.
NOTE: The Philippine Embassy assumes no responsibility for any delay or loss in the mail once the documents have been mailed out. The applicant should note the tracking numbers of all envelopes submitted.

Additional requirements for married female applicants who wish to use their married surname in their passport:

- a. Original PSA or NSO Marriage Contract.

Additional requirements for married female applicants using their married surname in their passport and wish to revert to their maiden surname:

Note: Under Philippine law, married women who have been using their married surname in their Philippine passport may revert to using their maiden surname only in the following circumstances: (1) if the marriage has been annulled, or (2) if the husband has died.

- a. If the marriage has been annulled, original PSA or NSO marriage contract with annotation of annulment/divorce/court ordered instruction;
- b. If widowed, original death certificate of deceased spouse (if spouse is Filipino, original PSO or NSA Death Certificate/Report of Death)

Additional requirements if the applicant is a minor (below 18 years old):

- a. Copy of both parents' passports;
- b. PSA or NSO Birth Certificate of applicant born in the Philippines, or Report of Birth filed and processed by the Embassy if the child was born in New Zealand, Cook Islands, Fiji, Samoa or Tonga;
- c. Personal appearance of both parents as stated in the Birth Certificate;

- d. If only one parent will accompany the applicant, please bring PSA or NSO Marriage Certificate of the applicant's parents;
- e. If minor is not accompanied by either parent but is still under the legal custody of the parents, both parents must provide a Special Power of Attorney (SPA) apostilled by the relevant agency of their current country of residence authorizing the person accompanying the minor to assist in the processing of the minor's passport application;
- f. If parents are unmarried and only the father can accompany the minor applicant, the mother must provide a Special Power of Attorney (SPA) apostilled by the relevant agency of her current country of residence
- g. If only one parent has parental authority over the minor, the parent must show a court order issued by a competent court indicating which parent has legal custody of the minor;
- h. If the minor is no longer under either parent's legal custody, the minor must be accompanied by the legal guardian who must present a court order granting legal custody of the child to the said guardian.

Additional requirements for Lost Passports:

- a. Affidavit of Loss;
- b. Original Police report;
- c. Copy of lost passport.

Passport application and related fees are to be paid in cash. Please refer to our consular fees at <https://www.philembassy.org.nz/consular/schedule-of-fees>