

## PASSPORT APPLICATION

1. By appointment (<https://www.passport.gov.ph/>), please show email or the printed confirmation;
2. Personal appearance;
3. Duly accomplished passport application form;
4. Original passport and copy of the data page of the passport;
5. For first time adult applicant, 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
6. Identification Certificate (Citizenship retention & reacquisition) if Dual Citizen under RA9225;
7. Courier Bag with a "Courier Signature Required" sticker (within NZ if residing in NZ/ International courier if residing outside NZ);
8. Payment either in cash or bank check (payable to Philippine Embassy). Please refer to our consular fees (<https://www.philembassy.org.nz/consular/schedule-of-fees>);
9. Additional requirement if applicant is a Minor (below 18):
  - a. Copy of both parents' passport;
  - b. PSA or NSO Birth Certificate of applicant born in the Philippines or other countries, 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, PSA or NSO Marriage Certificate of the applicant's parents;
  - e. If parents are unmarried and only the father can accompany the minor applicant, mother must provide a Special Power of Attorney (SPA) apostilled by the relevant agency of her current country of residence
  - f. If only one parents has parental authority over the minor, parent must provide court order issued by a competent court on legal custody of the minor;
  - g. If minor is not accompanied by either parent, legal guardian must present a court order granting legal custody of the child to the said guardian;
  - h. If minor is not accompanied by either parent but is still under the legal control 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;
10. If Married, PSA or NSO Marriage Contract;
11. Passport applicants must wear a shirt w/ collar for photo capturing purposes;
12. In case of annulment, PSA or NSO marriage contract with annotation of nullity of marriage;
13. In case of death of spouse, PSA or 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.*

## **LOST PASSPORT OR LOST E-PASSPORT**

1. By appointment (<https://www.passport.gov.ph/>), please show email or the printed confirmation;
2. Personal appearance;
3. Duly accomplished passport application form;
4. Original and copy of 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. If married, Original and copy of PSA or 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 either in cash or 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 both parents’ passport;
  - b. PSA or NSO Birth Certificate of applicant born in the Philippines or other countries, 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, PSA or NSO Marriage Certificate of the applicant’s parents;
  - e. If parents are unmarried and only the father can accompany the minor applicant, mother must provide a Special Power of Attorney (SPA) apostilled by the relevant agency of her current country of residence
  - f. If only one parents has parental authority over the minor, parent must provide court order issued by a competent court on legal custody of the minor;
  - g. If minor is not accompanied by either parent, legal guardian must present a court order granting legal custody of the child to the said guardian;
  - h. If minor is not accompanied by either parent but is still under the legal control 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;
12. If Married, PSA or NSO Marriage Contract;
13. Passport applicants must wear a shirt w/ collar for photo capturing purposes;

14. In case of annulment, PSA or NSO marriage contract with annotation of nullity of marriage;
15. In case of death of spouse, PSA or NSO death certificate;
16. Any documents that may be required by the Philippine Embassy

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