



**DEPARTMENT OF FOREIGN AFFAIRS**

**INSTRUCTIONS:** Please PRINT entries legibly using black or blue ink only. Supply the necessary information and indicate "N/A" for entries with no answers. Tick ( ) boxes as appropriate.

Site: **VANCOUVER PCG**

Appointment Time: \_\_\_\_\_

**PASSPORT APPLICANT'S INFORMATION**

1. LAST NAME

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2. FIRST NAME

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3. MIDDLE NAME or MAIDEN LAST NAME

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4. SEX

MALE

FEMALE

5. DATE OF BIRTH (ex. 01 Jan 2018)

D	D	M	M	M	Y	Y				

6. PLACE OF BIRTH

(For born in PHL: Municipality/City & Province For born outside PHL: Country)

\_\_\_\_\_

7. CIVIL STATUS

SINGLE

MARRIED

WIDOW/ER

NULLIFIED /  
ANNULLED

DIVORCED (with  
recognition by  
PHL Court)

8a. HOW DID YOU ACQUIRE PHL  
CITIZENSHIP?

BY BIRTH

BY NATURALIZATION

BY RE-ACQUISITION (RA No. 9225)

BY ELECTION

BY LEGISLATION

8b. DID YOU EVER LOSE YOUR PHL  
CITIZENSHIP?  YES  NO

8c. ARE YOU CURRENTLY A CITIZEN OF  
ANOTHER COUNTRY?

YES  NO

8d. IF YES, FROM WHAT COUNTRY?

\_\_\_\_\_

8e. HAVE YOU SERVED IN ANY FOREIGN  
MILITARY?  YES  NO

If YES, what country?

\_\_\_\_\_

9a. SPOUSE'S FULL NAME:

\_\_\_\_\_

9b. SPOUSE'S CITIZENSHIP

\_\_\_\_\_

10. PRESENT ADDRESS:

\_\_\_\_\_

11. PHILIPPINE ADDRESS:

\_\_\_\_\_

12. TELEPHONE/MOBILE NUMBER:

\_\_\_\_\_

13. EMAIL ADDRESS:

\_\_\_\_\_

14. FATHER'S DETAILS

Last Name:

\_\_\_\_\_

First Name:

\_\_\_\_\_

Middle Name:

\_\_\_\_\_

Citizenship (at time of applicant's birth)

\_\_\_\_\_

15. MOTHER'S DETAILS (MAIDEN/SINGLE NAME)

Last Name:

\_\_\_\_\_

First Name:

\_\_\_\_\_

Middle Name:

\_\_\_\_\_

Citizenship (at time of applicant's birth)

\_\_\_\_\_

OFFICIAL RECEIPT

SERVICE NUMBER

FEE PAID

DATE OF TRANSACTION:

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16a. PERSON TO CONTACT IN CASE OF EMERGENCY:	16b. TEL/MOBILE NO. OF PERSON TO NOTIFY:
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**DECLARATION OF APPLICANT**

**I HEREBY DECLARE AND AFFIRM** that **1)** I am a Filipino Citizen. **2)** The information I provided in this application are true and correct. **3)** The supporting documents attached are authentic. **4)** I consent to the verification by the Philippine Government of the information I provided to establish my personal particulars, and further consent to issue its use for any lawful purpose. **5)** I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. **6)** I am aware that under the law, I am allowed to hold only one valid regular Philippine passport at a given time. **7)** I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. **8)** I confirm that all original documents were returned to me. **9)** I understand and accept the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs. **10)** I understand that the Philippine Consulate General shall not be responsible for any loss, expense, or damage to my documents that may be sustained as a result or by reason of the mailing of my passport/documents using the services of Canada Post or my preferred courier. **11)** In case of "Return to Sender", I agree to reimburse the Consulate for the penalty and any expense incurred for the re-mailing.

17. SIGNATURE OVER PRINTED NAME	18. DATE (ex. 01 Jan 2018)
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<p><b>PROOF OF CITIZENSHIP SUBMITTED</b></p> <p><input type="checkbox"/> BIRTH CERTIFICATE from Philippine Statistics Authority</p> <p><input type="checkbox"/> REPORT OF BIRTH from PHL Statistics Authority/PHL Embassy or Consulate <i>(if born outside PHL)</i></p> <p><input type="checkbox"/> CERTIFICATE OF NATURALIZATION</p> <p><input type="checkbox"/> IDENTIFICATION CERTIFICATE of CITIZENSHIP</p> <p><input type="checkbox"/> ELECTION OF PHL CITIZENSHIP</p> <p><input type="checkbox"/> Others: _____</p>	<p><b>TO PASSPORT APPLICANT:</b></p> <p><b>FOR THE COMPLETE LIST OF THE CORE REQUIREMENTS AND SUPPORTING DOCUMENTS FOR NEW PASSPORT APPLICATIONS FOR ADULTS, PLEASE REFER TO PAGE 3 OF FORM NO. 1.</b></p>
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PROCESSOR'S SIGNATURE:	WATCHLIST VERIFICATION:	SIGNATURE OF APPLICANT/REPRESENTATIVE TO RECEIVE NEW PASSPORT:
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REMARKS:	SIGNATURE	
	ENCODER:	SIGNING OFFICER:

## REQUIREMENTS for NEW Passport Application (ADULT) Form No. 1

**THIS FORM IS NOT FOR SALE.**

Filipino citizens are entitled to a Philippine passport. Filipino citizens who have acquired Canadian citizenship are eligible to apply for a Philippine passport AFTER re-acquisition of their Philippine citizenship under RA 9225.

### Classified as NEW Passport applications:

- Applicants applying for replacement of Lost VALID e-Passport or Lost EXPIRED Passport, OR replacement of damaged VALID e-Passport (applicants who are dual citizens and cannot present previous Philippine passport will be treated as lost passport application)
- Applicant's marriage has been dissolved and wants to revert to her maiden surname
- Applicant has lacking data in Birth Certificate or Report of Birth
- Applicant has discrepancy in data in Birth Certificate/Report of Birth and other documents

### PERSONAL APPEARANCE IS REQUIRED FOR PASSPORT APPLICATION.

*Important Reminders: Please come in proper business attire (with collar and sleeves). Applicants will be required to take off their eyeglasses, contact lenses and/or facial piercings during photo, biometrics and data capture. Facial expression should be neutral (no heavy make-up, eyeliner or false eyelashes) with mouth closed. Ears should be made visible and forehead must be cleared (bangs/hair fringes should not cover forehead or touch the eyebrows.)*

## I. CORE REQUIREMENTS FOR NEW PASSPORT

**\*\*PSA/NSO Website: [www.ecensus.com.ph](http://www.ecensus.com.ph)**

- A.** Duly accomplished Application Form No. 1
- B.** Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper
- C.** Original and photocopy of one of the following: Valid Permanent Resident Card; Status Verification from IRCC (*if PR Card has expired more than two years from date of passport application*); Valid Confirmation of Permanent Residency (*for newly-landed immigrant*), Dual Citizenship certificate (*for RA9225 renewal*), or latest valid Canadian Tourist Visa, valid Work Permit, valid Student Permit, whichever is applicable.
- D.** For female applicants who wish to change their surname from maiden to married: Requirements A,B, C, plus the following: Original copy of Birth Certificate; Original Marriage Certificate issued by the NSO/PSA on Security Paper (*if married in the Philippines*) or Original copy of the Report of Marriage issued by the NSO/PSA on Security Paper (*if married outside of the Philippines*). Please provide photocopy of the documents.

## II. ADDITIONAL REQUIREMENTS

In addition to the **Core Requirements A, B, C, D**, the following supporting documents will be further required in the following cases:

### If an applicant is a Dual Citizen:

- Original and photocopies of the following: PSA-issued Birth Certificate/Report of Birth, and PSA-issued Marriage Certificate/Report of Marriage
- Original Identification Certificate issued by the Philippine Foreign Service Post (FSP, i.e. Philippine Embassy or Consulate General) or the Bureau of Immigration (BI) and a photocopy

### If an applicant lost his/her VALID e-Passport or Lost EXPIRED Passport, OR replacement of damaged VALID e-Passport: (Use Form No. 2)

- Police Report in English (for replacement of lost passport)
- Notarized Affidavit of Loss in English (for replacement of lost passport). Affidavit may be accomplished at the Consulate for a separate fee.
- Notarized Affidavit of Explanation (for replacement of damaged passport)
- Original PSA/NSO issued birth certificate. Additionally, for married female applicants, original PSA/NSO issued marriage certificate is also required.
- Photocopy of latest/lost passport, if available

*Please take note that there will be a **15-day verification period prior to the processing of the application for replacement of lost valid passport**. Applicant must first submit the passport application form together with the police report and affidavit of loss to commence the 15-day verification period. Applicant will be required to come back to the Consulate for biometric data and photo capture after the said period.*

### If an applicant's marriage has been dissolved and wants to revert to her maiden surname:

- Applicant must submit original copy of the annotated PSA-issued Marriage Certificate (MC) or Report of Marriage (ROM) stating that the marriage has been dissolved;
- Alternatively, if annotated MC or ROM from PSA is not yet available, applicant must submit a Certified True Copy of the Court Order dissolving the marriage and a certificate of Finality from the court, duly recognized by a Philippine Court.

### If applicant has lacking data in Birth Certificate or Report of Birth:

- Applicant must submit proof of filing of supplemental report or correction from the Local Civil Registrar (LCR)

### If applicant has discrepancy in data in Birth Certificate / Report of Birth and other documents:

- If the discrepant data is in the BC, the applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry. If the discrepant data is in the other documents, the BC will be followed.
- Discrepancy in first name - Applicant must submit a copy of the petition and supporting documents for correction of first name filed with LCR or Consulate
- Discrepancy in other data - Applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry

## III. PASSPORT RELEASE

Your new passport will be available approximately 6-8 weeks after date of application. A self-addressed prepaid return envelope (with tracking number) PER APPLICANT must be provided upon submission of passport application. Applicant may secure said prepaid envelope from Canada Post (Xpresspost envelope) or from a courier service of their choice. The Consulate, however, will not assume responsibility for passports/documents that may be lost in the mail.

## IV. PASSPORT FEES and MODE OF PAYMENT

**Passport application fee: CAN\$ 87.00.**

**Affidavit of Loss/Destruction of Passport/Explanation fee: CAN\$ 36.25**

**Lost Passport/Damaged Passport application fee:**

**CAN\$217.50 for lost e-passport**

**CAN\$130.50 for lost MRP or green/brown passport**

Applicants may pay the exact amount in cash or by money order/bank draft payable to the Philippine Consulate General.

Applicants who apply for passport processing during a Consular Outreach program may pay by: (1) MONEY ORDER (e.g. Postal Money Order), payable to the Philippine Consulate General. (2) BANK DRAFT payable to the Philippine Consulate General. **Please note that personal cheques, debit or credit cards are not accepted.**