

REQUIREMENTS for NEW Passport Application (Adult)

All clients are required to accomplish and submit the Health Declaration Form on-site when availing services at the Consulate.

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-acquiring their Philippine citizenship under RA 9225.

WHO ARE CLASSIFIED AS NEW PASSPORT APPLICANTS?

1. First time passport applicant
2. Applicant who is applying for replacement of his/her LOST VALID e-Passport or LOST EXPIRED passport or DAMAGED VALID e-Passport
3. Applicants who are dual citizens but cannot present previously-issued Philippine passport (they shall be treated as lost passport application)
4. Female applicant whose previous marriage has been dissolved and wants to revert to using her maiden surname in her passport
5. Applicant lacks data in his/her Birth Certificate (BC) or Report of Birth (ROB)
6. Applicant has discrepancy in data in his/her BC/ROB and other documents

I. CORE REQUIREMENTS

1. Confirmed online appointment.
2. Duly accomplished Application Form No. 1 (New Passport Application (Adult) Form).
3. Personal appearance. (The applicant must come in proper business attire- with collar and sleeves. The applicant will be required to take off their eyeglasses, contact lenses and/or facial piercings and must be without heavy make-up, eyeliner and false eyelashes during photo, biometrics and data capture. Facial expression should be neutral with mouth closed. Ears should also be visible. Forehead must be clear. Bangs/hair fringes must not cover the forehead or touch the eyebrows.).
4. Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper.
5. Original and photocopy of one of the following, whichever is applicable: a) Applicant's valid Permanent Resident (PR) card; b) Status Verification from IRCC if PR card has expired for more than two years from date of passport application; c) Valid confirmation of Permanent Residency for newly-landed immigrant; d) Dual Citizenship Identification Certificate (for RA 9225 renewal); e) Latest valid Canadian Tourist Visa or valid Work Permit or valid Student Permit.

****Aside from the above core requirements, the following requirements must be complied with in the following cases:***

II. ADDITIONAL REQUIREMENTS

If the female applicant's marriage has been dissolved and she wants to revert to her maiden surname:

1. Original and photocopy of the annotated PSA-issued MC or ROM stating that the marriage has been dissolved.
2. If annotated MC or ROM from PSA is NOT YET available, 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 the applicant is a Dual Citizen who cannot present previously issued Philippine passport (shall be treated as lost passport application):

1. Original and photocopies of PSA-issued BC/ROB and PSA-issued MC/ROM (if married).
2. Original and photocopy of the Identification Certificate issued by the Philippine Foreign Service Post (i.e., Philippine Embassy or Consulate General) or the Bureau of Immigration (BI).
3. Police Report in English (for replacement of LOST VALID passport).
4. Notarized Affidavit of Loss in English (for replacement of LOST VALID passport). Affidavit may be notarized by the Consulate for a separate fee.
5. Photocopy of latest/lost passport, if available

There will be a 15-day verification period prior to the processing of the application for replacement of LOST VALID e-Passport. The 15-day verification period shall be added to the processing time prior to the release of the new passport.

If the applicant LOST his/her VALID e-Passport or LOST his/her EXPIRED passport or DAMAGED his/her VALID e-Passport:

1. Duly accomplished (Renewal) Application Form No. 2 instead of (New) Application Form No. 1.
2. Police Report in English (for replacement of LOST VALID passport).
3. Notarized Affidavit of Loss in English (for replacement of LOST VALID passport). Affidavit may be notarized by the Consulate for a separate fee.
4. Notarized Affidavit of Explanation (for replacement of DAMAGED passport). Affidavit may be notarized by the Consulate for a separate fee.
5. Photocopy of latest/lost passport, if available.

There will be a 15-day verification period prior to the processing of the application for replacement of LOST VALID e-Passport. The 15-day verification period shall be added to the processing time prior to the release of the new passport.

If the applicant lacks data in Birth Certificate or Report of Birth:

1. Proof of filing of supplemental report or correction from the Local Civil Registrar (LCR).

If the applicant has discrepancy in data in his/her Birth Certificate (BC)/Report of Birth (ROB) and other documents:

1. If the discrepancy is in the applicant's first name in his/her BC, the applicant must submit a copy of the petition and supporting documents for correction of first name filed with the Local Civil Registrar (LCR) or Philippine Foreign Service Post (i.e., Philippine Embassy or Consulate General).
2. If the discrepancy is in other data of the applicant in his/her BC, the applicant must submit an annotated birth certificate authenticated by the PSA reflecting the corrected entry.
3. If the discrepant data is in the applicant's other documents, his/her BC shall be followed.

The Consular Officer reserves the right to require additional documents based on the documents submitted and special circumstances of the applicant.

PASSPORT FEE AND MODE OF PAYMENT

1. Passport application fee is CAN\$ 87.00; Lost Passport/Damaged Passport application fee is CAN\$ 217.50 for e-Passport, CAN\$ 130.50 for MRP or green/brown passport.
2. Notarization by the Consulate of Affidavit of Loss/Destruction of Passport/ Explanation fee is CAN\$ 36.25
3. Applicants may pay the exact amount in cash or by money order/bank draft payable to the Philippine Consulate General.
4. Applicants who apply for passport during a consular outreach may pay by: a) Money order (e.g., Postal Money Order) payable to the Philippine Consulate General; b) Bank draft payable to the Philippine Consulate General.
5. Personal cheques, debit or credit cards are NOT ACCEPTED.

III. PASSPORT RELEASE

1. The new passport shall be available in approximately 6 to 8 weeks after the date of application.
2. A self-addressed prepaid return envelope (with tracking number) PER APPLICANT must be provided upon submission of passport application. The applicant may secure said prepaid envelope from Canada Post (Xpresspost envelope) or from a courier service of their choice.
3. The Consulate will NOT ASSUME RESPONSIBILITY for passports/documents that may be lost in the mail.

For more information, please visit our website at www.vancouverpcg.org. Further queries may be sent to our email address: vancouverpcg@telus.net.