

REQUIREMENTS for NEW Passport Application (Adult)

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 BROWN, GREEN, MACHINE READABLE, 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 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/Report of Birth on Security Paper.
5. Accomplished Affidavit of Loss/Mutilation of Passport.
6. Original and photocopy of Police Report.
7. Original and photocopy of one of the following **proofs of Philippine citizenship**, 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) Latest valid Canadian Tourist Visa or valid Work Permit or valid Student Permit
 - e) Dual Citizenship Identification Certificate issued by the Philippine Foreign Service Post (i.e., Philippine Embassy or Consulate General) or the Bureau of Immigration (BI) for those who reacquired or retained their Philippine citizenship as specified in RA 9225;
 - g) For an applicant who possesses dual citizenship from birth (i.e. one parent is a Filipino while the other parent is a citizen from which the applicant's other citizenship is derived;

or have both Filipino parents but was born in a country which applies jus soli citizenship; etc.) please see CORE REQUIREMENT number 4.

8. Original and photocopy of latest passport and/or valid government-issued photo ID.

****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:

Due to death of spouse:

1. Original and photocopy of PSA-issued birth certificate.
2. Original and photocopy of PSA-issued marriage certificate on security paper (if married in the Philippines) or original and photocopy of PSA-issued Report of Marriage on security paper (if married outside of the Philippines).
3. Original and photocopy of PSA-issued death certificate of the deceased husband or Court Order for presumptive death.

Due to annulment/divorce (those recognized under Philippine laws)

1. Original and photocopy of PSA-issued birth certificate.
2. Original and photocopy of the annotated PSA-issued MC or ROM stating that the marriage has been dissolved.
3. 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. Duly accomplished (Renewal) Application Form No. 2 instead of (New) Application Form No. 1.
2. Original and photocopies of PSA-issued BC/ROB and PSA-issued MC/ROM (if married).
3. 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).
4. Police Report in English (for replacement of LOST VALID passport).
5. Notarized Affidavit of Loss in English (for replacement of LOST passport). Affidavit may be notarized by the Consulate for a separate fee.
6. 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 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. Original and photocopy of PSA/NSO issued birth certificate. For married female applicants, original and photocopy of PSA/NSO issued marriage certificate must also be submitted.
6. 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.

If the applicant's late-registered birth certificate was registered less than ten (10) years ago from date of application:

1. IDs that pre-date the late registration or current IDs with NBI Clearance.

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 8 to 10 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: passportprocessing@vancouverpcg.org.