

## REQUIREMENTS for RENEWAL 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.*

**NOTE: IF YOU HAVE BROWN, GREEN, MACHINE READABLE PASSPORTS or OLDER PASSPORTS:**

- Original and photocopy of PSA-issued Birth Certificate/ PSA-issued Report of Birth.
- Original and photocopy of PSA-issued Marriage Certificate (MC) on security paper (if married in the Philippines) or PSA-issued Report of Marriage (ROM) on security paper (if married outside the Philippines).

### I. CORE REQUIREMENTS

1. Confirmed online appointment.
2. Duly accomplished Application Form No. 2 (Renewal of 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. Latest Philippine passport with photocopy of the data page showing the applicant's photo and complete name and details.
5. 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) PSA-authenticated Birth Certificate/Report of Birth 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.).

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

## **II. ADDITIONAL REQUIREMENTS**

**If the female applicant wishes to change her surname from maiden to married:**

1. Original and photocopy of PSA-issued Birth Certificate/Report of Birth.
2. Original and photocopy of PSA-issued Marriage Certificate (MC) on security paper (if married in the Philippines) or PSA-issued Report of Marriage (ROM) on security paper (if married outside the Philippines).

**If the applicant is holding the following passports: 1) Old brown and green passports bearing no complete middle name; 2) Passport with incomplete Place of Birth (showing province only):**

1. Original and photocopy of PSA/NSO-issued Birth Certificate/Report of Birth.
2. Original and photocopy of PSA/NSO-issued Marriage Certificate/Report of Marriage (for married female applicants).

**If the applicant is a Dual Citizen who can present previously issued Philippine passport and is:**

### ***A. Female who wishes to change their surname from maiden to married:***

1. Original and photocopies of PSA-issued Birth Certificate/Report of Birth.
2. PSA-issued MC/ROM.
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).

### ***B. Applicant is holding the following passports: 1) Old brown and green passports bearing no complete middle name; 2) Passport with incomplete Place of Birth (showing province only):***

1. Original and photocopy of PSA/NSO-issued Birth Certificate/Report of Birth.
2. Original and photocopy of PSA/NSO-issued Marriage Certificate/Report of Marriage (for married female applicants).
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).

**If the applicant is a Naturalized Filipino Citizen:**

1. Identification Certificate of Naturalization from Bureau of Immigration.

**If the applicant is a Filipino citizen by Election:**

1. Affidavit of Election of Philippine Citizenship.
2. Identification Certificate of Election from BI.

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

**III. 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.

**IV. 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](http://www.vancouverpcg.org). Further queries may be sent to our email address: [vancouverpcg@telus.net](mailto:vancouverpcg@telus.net).