



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS



DEPARTMENT ORDER NO. 2024 017

SUBJECT : GUIDELINES ON THE USE OF MARRIED NAME AND REVERSION TO MAIDEN NAME

WHEREAS, Article 370 of the Civil Code provides that "A married woman may use: (1) Her maiden first name and surname and add her husband's surname, or (2) Her maiden first name and her husband's surname;

WHEREAS, Section 5 (e) and (f) of the Republic Act No. 11983 otherwise known as the "New Philippine Passport Act", outlines provisions for married women opting to use their husband's surname and for women choosing to revert to their maiden name;

WHEREAS, Department Order No. 2024-013, under Rule VI, Sections 22-23 of the Implementing Rules and Regulations (IRR) of the New Philippine Passport Act (Republic Act No. 11983), outlines the general requirements for married women who wish to use their husband's surname or those who wish to revert to their maiden name;

NOW, THEREFORE, the Department provides the following supplemental rules and regulations:

I. General Rule

A married woman may opt to adopt her husband's surname or continuously use her maiden name. Following prevailing jurisprudence, the use of the husband's surname by the wife is permissive rather than obligatory. Hence, a married woman has an option, but not a duty, to use the surname of the husband in any of the ways provided by Article 370 of the Civil Code.¹ Applicants who are married but prefer to continue to use their maiden names may still do so, and will not be required to submit a PSA-issued Certificate of Marriage or PSA Report of Marriage.

II. Requirements

A. Use of Married Name (First Time Application)

For applicants who opt to adopt their husband's surname in their passport, the DFA shall require the following documents:

1. Submission of an original and photocopy of PSA-issued Certificate of Marriage (COM) or PSA-issued Report of Marriage (ROM); and
2. Any valid government-issued ID accepted for passport application, either in single or married name;

B. Use of Married Name (Renewal Application to Change Status from Single to Married)

1. Submission of an original and photocopy of PSA-issued Certificate of Marriage (COM) or PSA-issued Report of Marriage (ROM)
2. Copy of latest-issued Philippine ePassport (expired or valid)

For holders of non-electronic passports (Brown, Green, Machine-Readable Maroon Passports, or any older passports) using their maiden name who wish to adopt their

¹ Remo v. Secretary of Foreign Affairs, G.R. No. 169202, March 5, 2010

husband's surname, applicants must submit the same basic requirements as first-time applicants:

1. Original and photocopy of PSA-issued Certificate of Live Birth (COLB) or PSA Report of Birth (ROB);
2. Original and photocopy of PSA-issued Certificate of Marriage (COM) or PSA-issued Report of Marriage (ROM);
3. Original and photocopy of latest-issued Philippine passport.

For both first-time and renewal applications, married women who have recently married overseas may use their husband's surname provided that all of the following conditions are met:

- a) The Report of Marriage has been registered in an FSP;
- b) The passport application is being made in the same FSP;
- c) The application is made within one year of registering the Report of Marriage.

Note: The above requirements must align with the condition that the vital event occurred **within one (1) year**. For marriages reported more than a year after the vital event took place, the applicant will be required to submit a PSA-issued Report of Marriage.

C. Forms of Married Name Configurations

1. **Full adoption of husband's surname:** In cases where a married woman chooses to fully adopt her husband's surname, the applicant legally assumes her husband's surname as her own, incorporating her maiden last name as her maiden middle name

[Her first name] + [Her maiden surname] + [Her spouse's last name]

i.e. [Juana] + [Reyes] + [Dela Cruz] = Juana Reyes Dela Cruz

2. **Hyphenated format:** The Civil Code provides that the husband's surname may be used as an addition to the surname of the married woman, it follows that the woman must retain her maiden middle name as her middle name, and her surname will consist of her maiden name, hyphenated with the husband's surname

[Her first name] + [Her maiden middle name] + [Her maiden name] + [-] + [Her spouse's last name]

i.e. [Juana] + [Santos] + [Reyes] + [Dela Cruz] = Juana Santos Reyes-Dela Cruz

Once a married woman has selected one of the forms as mentioned above in her latest-issued travel document, the applicant may change the variation of the married name (full adoption of husband's surname or hyphenated), upon presenting the following documents:

1. Submission of one valid government-issued ID ;
2. PSA-issued Certificate of Live Birth (COLB), PSA Report of Birth or Certificate of Foundling;
3. PSA-issued Certificate of Marriage, PSA Report of Marriage; and
4. Notarized affidavit explaining the change in the format of the married name.

There is no limit to the number of times a woman may change the variation of her married name within a subsisting marriage, in the replacement of her Philippine passport. A woman may continue to use her married name, regardless of format.

D. Reversion to Maiden Name (Renewal Applicant)

For applicants who wish to revert to their maiden names, may do so under the following modes provided below:

- **By Virtue of Death of Spouse:**

1. Submission of an original and photocopy of a PSA-issued Certificate of Death (COD) or Report of Death (ROD) of spouse, or apostilled or authenticated Foreign Death Certificate with English translation, if applicable;
2. An original and photocopy of a PSA-issued Certificate of Live Birth or PSA Report of Birth;
3. Latest-issued Philippine passport (if available)

- **By Virtue of Annulment, Declaration of Nullity of Marriage, Judicially-recognized Foreign Divorce, Judicially-recognized Divorce under PD No. 1083, and Legal Separation:**

1. Submission of an original and photocopy of a PSA-issued Certificate of Marriage (COM) or PSA Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriage, judicial recognition of foreign divorce, court decree of legal separation;
2. An original and photocopy of a PSA-issued Certificate of Live Birth or PSA Report of Birth;
3. Latest-issued Philippine passport (if available).

- **For those who wish to revert to their maiden names:**

1. An original and photocopy of a PSA-issued Certificate of Live Birth or PSA Report of Birth;
2. An original and photocopy of a PSA Certificate of Marriage or PSA Report of Marriage;
3. Notarized Affidavit of Explanation that includes a request for the reversion of maiden name in the Philippine passport or travel document and stating that the applicant has not hitherto availed of the reversion; and
4. Latest-issued Philippine passport or travel document; and
5. Any valid and existing Government-issued ID accepted for passport application, reflecting the maiden name of the passport applicant.

The New Passport Law and its Implementing Rules and Regulations stipulate that a married woman who has used her husband's surname in her travel document **can** revert to her maiden name **only once** (upon severance of every subsisting marriage).²

III. Operational Procedures

1. Verification of Names in the Department's Watchlist Database

Passport processors must verify the names of passport applicants to determine if they are included in the Travel Document (Passport) Watchlist Database. For married women opting to adopt their husband's surname or for women who wish to revert to

² Basis: Remo v Secretary of Foreign Affairs, GR No. 169202, March 2010

their maiden name, passport processors must verify both the current and previous surnames.

2. Documentation Review and Declaration of Civil Status

All passport processors shall review the submitted documents to ensure the completeness and compliance with the requirements for the use of married name and reversion to maiden name.

It should be noted that the civil status must be accurately declared on the application form and supported by relevant documents validating the name change:

- Married women who prefer to continue using their maiden name still have to declare their civil status as married, though they will not be required to submit a PSA-issued Certificate of Marriage or PSA Report of Marriage.
- Married women who wish to revert to their maiden name while their marriage remains valid must still indicate their civil status as married.
- Formerly married women must indicate the status of their marriage, as supported by court proceedings i.e. annulment, legal separation or dissolution of marriage.
- Those with deceased spouses, must indicate the civil status as widow. Although they will not be required to revert to their maiden name for the passport application.
- Applicants with deceased spouses, who have subsequently remarried, shall indicate their current civil status as married.

3. Prescribed Template for the Waiver Form

Passport processors are instructed to make use of the attached [waiver](#) form to document the change and/or update in the married name of the passport applicant, pending the integration of this waiver in the Passport Application Form. Applicants reverting to their maiden names due to the death of a spouse, annulment, judicially-recognized foreign divorce, divorce under PD No. 1083, or legal separation, must sign the waiver form. This form will aid backend investigators in evaluating these passport applications.

Once the waiver is integrated in the Passport Application Form, passport processors shall desist from using the waiver and shall ensure that fields concerning updates to the applicant's name are properly accomplished.

4. Biometric Recording

Encoders shall capture biometric data, including the fingerprints and a photograph of the applicant, following standard passport biometric and encoding procedures. All offices are advised that applicants with records of ePassports in the system who choose to change or revert their last names in their passport applications, will have a hit in the system.

Backend investigation officers will conduct thorough evaluations of the attachments and shall subsequently approve passport applications that include complete documentary requirements and accurate declarations of civil status.

Passport applications requiring further verification or lacking documentary requirements may undergo evaluation and be subject to biometric recapture.

5. Prescribed Template for the Affidavit of Explanation

The Department refrains from adjudicating what constitutes a valid reason for reversion or for changing of the format of a woman's married name, it requires only that the applicant declares their reason or intent in the said affidavit. While the Department shall provide a recommended format for the Affidavit of Explanation, passport processors may accept any duly notarized affidavit indicating the applicant's reason for reversion to her maiden name.

The templates for the Affidavit of Explanation may also be downloaded from OCA's consular website.

6. Handling of Suspended Passport Applications

Suspended passport applications with complete documentary requirements may be lifted or personalized upon receipt of an official fax communication from Post/CO, provided that they comply with the Department's prescribed rules and regulations regarding the use of married names and reversions to maiden names.

IV. Special Cases

- A. Applicants who wish to retain the use of their husband's surname, even if there is an annotation reflecting the annulment of marriage in the PSA-issued Certificate of Marriage or PSA Report of Marriage

According to Article 371 of the Civil Code: *"In case of annulment of marriage, and the wife is the guilty party, she shall resume her maiden name and surname. If she is the innocent spouse, she may resume her maiden name and surname. However, she may choose to continue employing her husband's surname, unless:*

- (1) The court decrees otherwise, or*
- (2) She or the former husband is married again to another person"*

In such cases, the passport processor may require the Court Decree of Annulment/ Declaration of Nullity of Marriage.

All passport processors are advised to refer to the fallo/dispositive portion of the Court Decision.

- B. Applicants who reverted to their maiden name in their travel document due to the death of their spouse, and subsequently request to return to their married name

According to Article 373: A widow may use the deceased husband's surname as though he were still living.

However, for passport application purposes, once an applicant decides to revert to her maiden name by virtue of the death of her spouse, the applicant shall not be allowed to adopt her deceased husband's surname in subsequent passport applications.

- C. If a woman who has remarried and opts to use the surname of her current (subsequent) husband, may do so without reverting first to her maiden name.

The applicant may directly adopt the surname of her current (subsequent) husband upon submission of the following requirements:

- a. An original and photocopy of a PSA-issued Certificate of Live Birth or PSA Report of Birth
- b. An original and photocopy of a PSA-issued Certificate of Death or PSA Report of Death / Apostilled or Authenticated Foreign Death Certificate for deceased former spouse, OR PSA-issued Certificate of Marriage (COM) or PSA Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriage, judicial recognition of foreign divorce, court decree of legal separation with former spouse;
- c. An original and photocopy of a valid government-issued ID, either under her maiden name or under the surname of her current spouse

V. Separability.

This Department Order shall be included in the harmonized Department Order of Passport Requirements and Processing Procedures.

If any part of this Department Order is declared unconstitutional or contrary to law by the competent authority, the remainder thereof not otherwise affected shall remain in full force and effect.

VI. Amendments.

Any amendments to this circular shall also be reflected in the harmonized Department Order of Passport Requirements and Processing Procedures. Updates and changes to this circular in any form may be supplemented.

VII. Effectivity.

This Department Order shall take effect immediately provided that the same has been deposited with the Office of the National Administrative Register (ONAR) of the UP Law Center prior to fifteen (15) days before such date.

For information and guidance.


ENRIQUE A. MANALO
Secretary for Foreign Affairs

**TO ALL FOREIGN SERVICE POSTS,
CONSULAR OFFICES,
MOBILE AND OFF-SITE SERVICES**

29 AUG 2024

REPUBLIC OF THE PHILIPPINES)

) S.S.

**AFFIDAVIT OF EXPLANATION TO CHANGE MARRIED NAME CONFIGURATION IN
THE PHILIPPINE PASSPORT**

I, _____, of legal age, married, Filipino, and a resident of
Affiant's Name
_____, after having been sworn to in accordance with law,
Complete Address
hereby depose and say that:

1. My maiden name is _____
First Name Middle Name Maiden Surname
2. I am married to _____ on _____ at _____
Name of Husband Date of Marriage Place of Marriage
as appearing on our PSA-issued Certificate of Marriage (COM) / Report of Marriage (ROM),
herewith attached as "*Annex A*"; *Underline applicable and appropriate PSA document*
3. I have opted to use the surname of my husband after our marriage and my current married
name is _____;
First Name Married Middle Name Married Surname
4. I adopted and used the abovementioned format of my married name in my latest Philippine
passport with No. _____ issued on _____ and valid
until _____, with place of issue at _____;
Expiry Date Passport ID No. Date of Issue Place of Issue
5. I am expressing my intention to change the format of my married name from
_____ to _____;
Old Married Name Format New Married Name Format
for the replacement of my Philippine passport;
6. The change of the format of my married name on the new Philippine passport is by reason of _

State reason or explanation for change of married name configuration
7. By virtue of this Affidavit, I am requesting the Department of Foreign Affairs
_____ to change my married name as appearing in my
DFA Application Site
passport records to _____;
New Married Name Format
8. I further undertake under the penalty of perjury and other related criminal offenses that my
Philippine passport application is true and correct, and I submit to the full authority of the DFA
to deny my Philippine Passport application, or cancel/revoke the same if granted, should any of
the foregoing facts be found to be false and incorrect;
9. I assume full responsibility for the change of my married name configuration and hold the
Department of Foreign Affairs free and harmless from any liability arising from this passport
transaction and its approval;
10. I have duly complied with all the necessary and substantial requirements to ensure that the
reversion to use my maiden name is in accordance with the New Philippine Passport Law and
its Implementing Rules and Regulations; and
11. I am executing this Affidavit to attest to the truth of the foregoing facts and for the purpose of
complying with the requirements in my Philippine passport application.

IN WITNESS WHEREOF, I have hereunto set my hands this ____ day of _____, 20__ at
_____, Philippines.

Name of Affiant

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__ at
_____, Philippines, affiant exhibiting to me a competent proof of his identity,
_____ with ID No. _____ issued at _____
issued on _____.

REPUBLIC OF THE PHILIPPINES)

_____) S.S.

**AFFIDAVIT OF EXPLANATION FOR REVERSION TO USE MAIDEN NAME
IN THE PHILIPPINE PASSPORT**

I, _____, of legal age, married, Filipino, and a resident of

Affiant's Name

_____, after having been sworn to in accordance with law,
Complete Address

hereby depose and say that:

1. My maiden name is _____
2. I am married to _____ on _____ at _____
First Name Middle Name Maiden Surname
Name of Husband Date of Marriage Place of Marriage
as appearing on our PSA-issued Certificate of Marriage (COM) / Report of Marriage (ROM),
herewith attached as “Annex A”; *Underline applicable and appropriate PSA document*
3. In my latest Philippine passport with No. _____ issued on _____
Passport ID No.
_____ and valid until _____ with place of issue at _____
Date of Issue Expiry Date
_____, I used my husband’s surname as part of my married name,
Place of Issue
_____ therein;
First Name Married Middle Name Married Surname
4. Pursuant to Section 5(f) of the New Philippine Passport Act (R.A. No. 11983) and Section 23.3 of its Implementing Rules and Regulations, a woman may revert to the use of her maiden name in her Philippine Passport and other Travel Documents upon compliance will all necessary and substantial requirements as prescribed by the Department of Foreign Affairs (DFA);
5. In connection with my Philippine passport renewal application, I hereby declare under pain of criminal, civil, or administrative sanction the following:
 - a. I am now expressing my intention and desire to revert and resume to the use of my maiden name, _____;
First Name Maiden Middle Name Maiden Surname
 - b. I have not hitherto previously availed myself of the benefits of reversion to use my maiden name from my current married name under R.A. No. 11983;
6. In consideration of the foregoing, I am requesting DFA- _____
DFA Application Site
to change the name in my Philippine passport and the name as appearing in my passport records to _____;
Maiden Name
7. I further undertake under the penalty of perjury and other related criminal offenses that my Philippine passport application is true and correct, and I submit to the full authority of the DFA to deny my Philippine Passport application, or cancel/revoke the same if granted, should any of the foregoing facts be found to be false and incorrect;
8. I assume full responsibility for the change of my married name configuration and hold the Department of Foreign Affairs free and harmless from any liability arising from this passport transaction and its approval;
9. I have duly complied with all the necessary and substantial requirements to ensure that the reversion to use my maiden name is in accordance with the New Philippine Passport Law and its Implementing Rules and Regulations; and
10. I am executing this Affidavit to attest to the truth of the foregoing facts and for the purpose of complying with the requirements in my Philippine passport application.

IN WITNESS WHEREOF, I have hereunto set my hands this ____ day of _____, 20__ at _____, Philippines.

Name of Affiant

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__ at _____, Philippines, affiant exhibiting to me a competent proof of his identity, _____ with ID No. _____ issued at _____ issued on _____