

**BASIC REQUIREMENTS FOR MINOR RENEWAL APPLICATIONS
(ELECTRONIC AND NON-ELECTRONIC PASSPORTS)**

1. Confirmed Online Appointment - To schedule an online appointment ([click here - Insert Link](#));
2. Accomplished Application Form;
3. Personal appearance of minor applicant **and** either parent or authorized adult companion;
 - The accompanying adult companion shall submit supporting documents depending on the case of the minor. The list can be found below.
4. Current or latest-issued passport **with photocopy of data page**;
5. PSA-issued Certificate of Live Birth or PSA Report of Birth as proof of filiation; and
6. Valid identification card or other competent proof of identity of the minor applicant
7. Passport or valid identification card of the accompanying parent or authorized adult companion.

Supporting Documents for Minor Renewal Applications

Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions, as specified in the following cases:

For Lost VALID or EXPIRED Passports

- Copy of lost passport (if available);
- Police Report (with English translation, if applicable) filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required);
- Notarized Affidavit of Loss (It must be signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required); and
- **Amount to be paid (in local currency)**

Note: Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.

For Renewal of a Frequently Lost Passport

- Copy of latest-issued ePassport (if available)
- Police Report (with English translation, if applicable) filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required);
- Notarized Affidavit of Loss (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application); and
- **Amount to be paid in local currency**

Note: If a photocopy of the applicant's latest issued passport is not available, on top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.

In Case Applicant Presented a one-way Travel Document/Travel Certificate for Passport Application

- Original Travel Document
- Notarized Affidavit of Explanation (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application).

Additional supporting documents may be required, as necessary to ascertain citizenship, identity and travel restrictions.

In Case Applicant Lost the one-way Latest-Issued Travel Document/Travel Certificate

- Original Travel Records from Bureau of Immigration or Travel History or records of arrival from the immigration authority of the host country; and
- Notarized Affidavit of Explanation (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application).

Additional supporting documents may be required, as necessary to ascertain citizenship, identity and travel restrictions.

ANNEX E

For Damaged or Mutilated Passports

- Notarized Affidavit of Explanation (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application)

Note: On top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.

For Marital Minor Applicants (with married parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Valid Philippine passport or other valid identification card of the accompanying parent and the copy of his/her spouse's passport or other valid identification card;
- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other valid identification card
- *If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other valid identification card, and a copy of the passport or other valid identification card of the minor's parents.*

For Non-Marital Minor Applicants (with unmarried parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant.
 - If the Special Power of Attorney was executed abroad and not before an FSP, the Special Power of Attorney must be validly authenticated;
- Passport or valid identification card of authorized adult companion ([Insert Link for the List of Acceptable IDs for Passport Application](#)).

In Case Applicant is not Accompanied by the Parent/s During the Application Process

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to

ANNEX E

assist in the application process.

- If the Special Power of Attorney was executed abroad and not before an FSP, the Special Power of Attorney must be validly authenticated;
- Passport or Valid Government issued ID of authorized adult companion ([Insert Link for the List of Acceptable IDs for Passport Application](#)); and
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.

For Non-Marital Minor Applicants with a Deceased Mother, but Acknowledged by the Father (with unmarried parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Personal appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);
- Passport or Valid Government issued ID of biological father and legal guardian ([Insert Link for the List of Acceptable IDs for Passport Application](#))

In the absence of father, the following may accompany the minor child in the order indicated:

- Surviving grandparent (submission of PSA Certificate of Death of Mother;
- Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);
- The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

For Non-Marital Minor Applicants with a Deceased Mother and Father is Unknown (with unmarried parents as stated in the minor applicant's PSA Certificate of Live Birth)

- Personal appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate
- Valid Passport or valid government ID* of adult guardian ([click here - Insert link for the List of Acceptable IDs for Passport Application](#))
- Letter of Guardianship issued by Family Court

In case none of the above can accompany the minor applicant

- In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and

ANNEX E

- In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.

For Minor Foundlings in the Philippines not for Adoption

1. Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Foundling;
3. Letter of Guardianship issued by the Family Court; and
4. Valid ID of the guardian.

For Minor Applicants who are Prospective Adoptees for Domestic Adoption

1. Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;
3. Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;
4. Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and
5. Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of the minor applicant and must include a copy of valid government-issued ID and/or passport.

Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in the application process and must include a copy of valid government-issued ID and/or passport.

For Minor Applicants who are Adoptees through Domestic Adoption

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
3. Passports or any valid identification card of the adoptive parent/s or authorized adult companion; and
4. Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

ANNEX E

For Minor Applicants who are Prospective Adoptees for Foreign Adoption

1. PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
2. Endorsement from NACC;
3. Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
4. Placement Authority issued by NACC;
5. Certificate for Issuance of Passport issued by NACC;
6. Travel Clearance Certificate for adoptee;
7. Child Study Report; and
8. Clearance for Intercountry Adoption.

For Minor Applicants who are Adoptees through Foreign Adoption

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth, Report of Birth;
3. Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
4. Certified True Copy of Court Decree of Adoption.