

## **BASIC REQUIREMENTS FOR ADULT NEW APPLICATIONS**

1. Confirmed Online Appointment ([Click here- Insert link](#));
2. Personal appearance;
3. Accomplished Application Form;
4. Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth;
  - Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA-issued Certificate of Marriage on Security Paper or Report of Marriage.
  - Local Civil Registrar Copy is required if PSA-issued documents are not clear or cannot be read.
5. Any of the following acceptable IDs with one (1) photocopy ([Click here - Insert link for the List of Acceptable IDs for Passport Processing](#))

*Note: If a woman opts to retain maiden name, a PSA-issued Certificate of Marriage is not required.*

## **Supporting Documents for Adult New 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 Late Registered PSA-issued Certificates of Live Birth, Reports of Birth, or Certificates of Foundling**

- Original and photocopy of PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling;
- At least one of the following on top of the basic requirements:
  - Additional primary government-issued valid ID accepted for passport application;
- If unable to provide an additional primary ID, the applicant must submit any two (2) of the following documents:
  - NBI Clearance (valid or expired);
  - Voter's Certification;
  - School Records such as:
    - Form 137-A
    - Transcript of Records
    - Diploma obtained from Elementary, High School and/or College
  - If government employee:
    - Service Record;

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### ■ Member Data Record (MDR) from PhilHealth

**If the passport applicant's PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling contains a misspelled first or last name, or misspelled birth place, or mistake in the day or month of birth, or clerical error in the sex, or change of first name or nickname:**

- Applicant must submit a PSA-annotated Certificate of Live Birth, Report of Birth, or Certificate of Foundling pursuant to R.A. No. 9048, as amended by R.A. No. 10172.

**If by operation of law or through a court order, the passport applicant is permitted to use a name or other biographic detail other than what is officially recorded in the PSA:**

- Annotated Certificate of Live Birth, Report of Birth, or Certificate of Foundling as authenticated by PSA reflecting the corrected entry.

**Discrepancies on the biographical details of supporting documents submitted for passport application:**

The applicant shall provide supporting documents that are consistent with the information as stated in the applicant's PSA-issued documents, unless by operation of law or through court order, the applicant is permitted to use a name other than what is officially recorded in the PSA.

Thus, the applicant shall have the supporting document corrected in order for its details to be consistent with the PSA-issued document.

The applicant shall submit the following, depending on the correction needed:

1. Annotated PSA Certificate of Live Birth
2. Annotated PSA Marriage Certificate
3. Corrected Government-issued Valid IDs
4. Corrected Identification Certification

**Additional supporting documents if the PSA-issued document is unreadable:**

Unreadable PSA-issued Certificate of Live Birth (COLB):

- Local Civil Registry Municipal Form No. 102 or Civil Registry Form 1-A

Unreadable PSA-issued Certificate of Marriage:

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- Local Civil Registry Municipal Form No. 97

Unreadable PSA-issued Certificate of Death:

- Local Civil Registry Municipal Form No. 103

### ***In case applicant has NO PSA-issued Certificate of Live Birth or Report of Birth***

- Applicant must **first file** for late registration with the Local Civil Registrar (LCR) or Foreign Service Post (FSP) with jurisdiction over the place where applicant was born; and
- Applicant must submit PSA-issued late registered Certificate of Live Birth or Report of Birth.

### **Additional supporting documents if applicant is a Naturalized Filipino Citizen:**

- **For persons who have undergone Administrative Naturalization under Republic Act No. 9139:**
  - Certificate of Naturalization;
  - Certificate of Renunciation of foreign citizenship issued by the concerned Foreign Embassy or Foreign Ministry; and
  - Identification Certificate issued by BI.
- **For persons who have undergone Judicial Naturalization under Commonwealth Act No. 473:**
  - Certificate of Naturalization;
  - Court Order, Certificate of Finality of Decision granting naturalization, Decree of Naturalization; and
  - Identification Certificate issued by BI.
- **For persons who have undergone Legislative Naturalization under Commonwealth Act No. 63:**
  - Certificate of Naturalization;
  - Certified true copy of the law granting citizenship;
  - Foreign Birth Certificate authenticated by the Philippine Foreign Service Post; and
  - Identification Certificate issued by BI.
- **For persons who availed of the Facilitated Naturalization of Refugees and Stateless Persons under Supreme Court Rule 21-07-2022-SC:**
  - Decree of Naturalization

### **If applicant obtained Filipino citizenship by Election:**

- **Applicants born before 17 January 1973 to Filipino mothers and married to non-Filipino spouses and elected Philippine citizenship within three (3)**

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**years upon reaching the age of twenty-one (21), the following are the additional requirements:**

- PSA-issued Certificate of Live Birth of or PSA-issued Report of Birth; and
- Additional documents proving election of Philippine citizenship.

**If applicant retained or re-acquired their Philippine citizenship:**

- **Applicants covered by the provisions of under Republic Act No. 9225, otherwise known as "Citizenship Retention and Reacquisition Act of 2003", shall submit any of the following documents issued by a Philippine FSP or by the Bureau of Immigration (BI):**
  - Order of Approval;
  - Oath of Allegiance; or
  - Identification Certificate or Certificate of Retention/Re-acquisition of Philippine Citizenship.
- **Applicant is a derivative beneficiaries of Filipino parents who retained or re-acquire Philippine citizenship, shall submit the following documents:**
  - Order of Approval of parent or child (as applicable); and/or
  - Identification Certificate issued by a Philippine FSP or Certificate of Retention/Re-acquisition of Philippine Citizenship issued by the BI.