

# CONSULAR CHECKLIST

(MINOR'S PASSPORT)

EMBASSY ADDRESS:  
1617 MASSACHUSETTS AVENUE  
NW, WASHINGTON D.C.  
20036

- ☐ Personal Appearance + Appointment
- ☐ Duly Accomplished Passport Renewal Form
- ☐ Current e-Passport and photocopy of the data page
- ☐ Original or notarized copy of proof of Filipino Citizenship and one (1) photocopy.

(Such proof may be - but not limited to - a green card, visa, notice of action, work permit, or dual IC)

- ☐ Original and photocopy of Philippine Statistics Authority (PSA) Birth Certificate/Report of Birth
- ☐ Personal appearance of either parent or authorized adult companion
- ☐ PSA-issued Marriage certificate is required if only one parent is accompanying the child.

(If parents are unmarried, a Special Power of Attorney (SPA) and an Affidavit of Support and Consent executed by the mother will be required if she is not accompanying the child)

- ☐ Original and photocopy of proof of filiation and/or guardianship
- ☐ Passport or valid ID of either parent
- ☐ Self-Addressed USPS Priority/ Priority Express Return Envelope

(with postage stamps valued \$9.90 and Tracking Number)

- ☐ Processing Fee (USD \$60.00)

(ONLY payable in [cash](#) or [money order](#) made to the "Embassy of the Philippines". Personal checks or credit cards are NOT accepted.)



For additional questions, email [passport@phembassy-us.org](mailto:passport@phembassy-us.org)

