

# 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 **or** Report of Birth issued by the appropriate Philippine Embassy / Consulate  
(If born outside the Philippines and birth was not reported to PH authorities, a Report of Birth application must first be filed to the PH Embassy/Consulate which has consular jurisdiction over the place 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 \$9.85 and Tracking Number)
- Processing Fee (USD \$60.00)  
(ONLY payable in **cash**, **credit card**, or **money order** made to the "Embassy of the Philippines".  
Personal checks are NOT accepted.)



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

