CONSULAR CHECKLIST

(NEW PASSPORT)

- [ ] Personal Appearance + Appointment
- [ ] Duly accomplished New Regular Passport Application Form
- [ ] 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.)

- [ ] **FOR MARRIED FEMALES** - Original and photocopy of PSA Marriage Certificate **or** Report of Marriage issued by the appropriate Philippine Embassy / Consulate

  (If married outside the Philippines and marriage was not reported to PH authorities, a Report of Marriage application must first be filed to the PH Embassy/Consulate which has consular jurisdiction over the place of marriage.)

- [ ] Original or notarized copy of proof of current Philippine 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)

  (Additional Note: absence of any such aforementioned documents will not automatically result in denial of a passport application, and an applicant possessing other evidence that proves that they have retained Filipino citizenship may still proceed with their application subject to the assessment of the Consular Officer.)

- [ ] Self-Addressed USPS Priority/ Priority Express Return Envelope

  (with postage stamps valued $9.85 and Tracking Number)

- [ ] Processing Fee (USD $60.00)

  (Payable in **cash**, **credit card**, or **money order** made payable to "Embassy of the Philippines". Personal checks are not accepted)

ADDITIONAL REQUIREMENT FOR DUAL CITIZENS

- [ ] 1. Original and one (1) photocopy of Identification Certificate issued by the Philippine Foreign Service Post (FSP) or the Bureau of Immigration (BI)
- [ ] 2. Original and photocopy of US passport

For additional questions, email **passport@phembassy-us.org**