

# CONSULAR CHECKLIST

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

(RENEWAL OF NON-E PASSPORT)  
(BROWN, GREEN, CHIPLESS MAROON, AND OTHER OLDER PASSPORTS)

PAGE 1 OF 2

- Personal Appearance + Appointment
- Duly Accomplished Passport Renewal Form
- Current Passport with one (1) photocopy of the data page
- 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)

(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.)

- [If name is incomplete] Original and photocopy of annotated Philippine Statistics Authority (PSA) Birth Certificate

- 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.)

- 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.)

- List of requirements continued in page 2 -



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



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PAGE 2 OF 2

## **ADDITIONAL REQUIREMENTS FOR:**

### **A. CHANGE OF NAME (First, Middle, Last Name)**

- Original and photocopy of annotated Philippine Statistics Authority (PSA) Birth Certificate
- 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 and photocopy of PSA Marriage Certificate annotated to indicate court decision on annulment/ recognition of divorce
- Original and photocopy of Death Certificate of Deceased Spouse (on PSA Security paper if deceased is Filipino)

### **B. DUAL CITIZENS**

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

### **C. DUAL CITIZENS BORN IN A FOREIGN COUNTRY**

- Original and one (1) photocopy of PSA Report of Birth
- Original and photocopy of US passport



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