

# CONSULAR CHECKLIST

## (TRAVEL DOCUMENT)

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

- Duly accomplished Travel Document application form. (Form must be notarized if applying by mail)
- Any document stating proof of urgency.
- Four (4) 2" x 2" colored photos taken within 6 months, showing a clear front view of applicant's face with a white background (sleeveless attire not accepted)
- Original and/or photocopy of expired/lost passport.
- [If expired/lost passport is not available]. Notarized affidavit of loss
- [If expired/lost passport is not available] Philippine Statistics Authority (PSA) Birth Certificate and Marriage Certificate
- Original or notarized copy of proof that the applicant is still a Filipino and two (2) photocopies.  
(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 \$9.85 Stamp and Tracking Number or other pre-paid mailing envelope from courier of choice **EXCEPT FedEx**, if travel document is to be mailed back)
- Processing fee (USD \$30.00)  
(ONLY payable in cash, credit card, or money order made to the "Embassy of the Philippines".  
Personal checks are NOT accepted.)

Please note that the validity of travel document is only one (1) month and it is being issued due to emergency reason(s). Hence, its immediate usage is necessary.

The Consular Officer reserves the right to require additional documents from an applicant, to prove his/ her identity and/or citizenship, and ensure accurate and complete personal data entries, pursuant to the Philippine Passport Law (R.A. 8239) and the Foreign Service Act (R.A. 7157).



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

