

# CONSULAR CHECKLIST

## (LOST/MUTILATED PASSPORT)

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

- Personal Appearance + Appointment
- Duly Accomplished Passport Renewal Form
- [If Available] Two (2) Photocopies of the lost passport
- Original and photocopy of proof of current Philippine citizenship.  
(Such proof may be, but not limited to, a green card, visa, or work permit)
- Original and photocopy of Birth Certificate issued by the Philippine Statistics Authority (PSA)  
(If born outside the Philippines, first file a Report of Birth with the appropriate PH Embassy/Consulate.)
- [If Lost] Original Notarized Affidavit of Loss
- [If Lost Passport] Police Report
- [If Mutilated] Original Affidavit of Destruction/Mutilation
- FOR MARRIED WOMEN** - Original and photocopy of PSA Marriage Certificate  
(If married outside the Philippines, first file a Report of Marriage with the appropriate PH Embassy/Consulate.)
- Self-Addressed USPS Priority/ Priority Express Return Envelope  
(with postage stamps valued \$10.45 and Tracking Number)
- Processing Fee (USD \$150.00)  
(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)

