

CONSULAR CHECKLIST

(MINOR'S PASSPORT)

REVISED AS OF 14 JULY 2025

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 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.)
- ☐ 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
- ☐ Original and photocopy of passport / valid ID of parents
- ☐ Self-Addressed USPS Priority/ Priority Express Return Envelope
(with postage stamps valued \$11.00 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



philippineembassy-DC.org



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