

# CONSULAR CHECKLIST

## (NEW PASSPORT)

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

- ☐ Personal Appearance + Appointment
- ☐ Duly accomplished New Regular Passport Application Form
- ☐ 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.)
- ☐ **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.)
- ☐ Original and photocopy of proof of current Philippine citizenship.  
(Such proof may be, but not limited to, a green card, visa, or work permit)
- ☐ Self-Addressed USPS Priority/ Priority Express Return Envelope  
(with postage stamps valued \$11.00 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](mailto:passport@phembassy-us.org)

