

# CONSULAR CHECKLIST

## (RENEWAL OF NON-E PASSPORT)

(BROWN, GREEN, CHIPLESS MAROON, AND OTHER OLDER PASSPORTS)

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

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- ☐ Personal Appearance + Appointment
- ☐ Duly Accomplished Passport Renewal Form
- ☐ Current Passport with one (1) 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 annotated Philippine Statistics Authority (PSA) Birth Certificate
- ☐ **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 \$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.)

- List of requirements continued in page 2 -



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



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### **ADDITIONAL REQUIREMENTS FOR:**

#### **A. CHANGE OF NAME** (FIRST NAME, MIDDLE NAME, LAST NAME)

- ☐ Original and photocopy of annotated Philippine Statistics Authority (PSA) Birth Certificate
- ☐ 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 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. FOR 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. FOR DUAL CITIZENS BORN IN FOREIGN COUNTRY**

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



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