

# 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 and two (2) photocopies 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 \$11.00 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)

