

LOST/MUTILATED PASSPORT

Refer to this checklist if **ONE** of these applies to you:

- ☐ You lost your valid passport but do not have an urgent travel
- ☐ You lost your expired passport
- ☐ Your passport was damaged or mutilated
- ☐ Your passport's physical appearance or composition has materially changed

DOCUMENTARY REQUIREMENTS

- ☐ Duly-accomplished **Application Form**
Book your appointment at passport.gov.ph to receive your application form
- ☐ One (1) photocopy of the **Philippine passport** data page
- ☐ **[IF NO PASSPORT COPY]** Original and one (1) photocopy of **birth certificate** issued by the Philippine Statistics Authority
Get your PSA document from psahelpline.ph or psaserbilis.com.ph
- ☐ Original and one (1) photocopy of **proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- ☐ Original notarized **Affidavit of Loss** or **Affidavit of Destruction/Mutilation**
- ☐ **[IF LOST PASSPORT]** Original **Police Report**
- ☐ Original and one (1) photocopy of **foreign passport** data page, if applicable
- ☐ Original and one (1) photocopy of **PSA-issued document to support change of name**
Example: Report of Marriage, marriage/death certificate, annotated birth/marriage certificate
If married outside the Philippines, first report your marriage to the PH Embassy/Consulate
- ☐ Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 11.95 stamps
- ☐ USD 60 **processing fee** for mutilated passport / USD 150 **processing fee** for lost passport
Cash, debit/credit card, or money order made to the Embassy of the Philippines

IMPORTANT INFORMATION

- **PLAN AHEAD.** The Embassy has no photocopier/printer/stamps onsite, so prepare your documents ahead.
- **ADDITIONAL DOCUMENTS.** The consular officer reserves the right to require additional documents to prove identity and/or citizenship, and ensure accurate and complete personal data entries.
- **NEED PSA DOCUMENT?** Order online at psahelpline.ph to have it delivered to your address abroad.
- **NO NEED TO BRING PHOTOS.** Your passport photo will be taken during your appointment.
- **PASSPORT NAME.** The name on your passport will follow the name on your PSA documents. We cannot use non-PSA documents as a basis for name change.
- **TRACK YOUR PASSPORT.** Keep a copy of your tracking label to track your passport six weeks after your appointment. You may also track your passport here: philippineembassy-dc.org/phpassport-finder/
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.