

MINOR PASSPORT

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

- ☐ You are getting a new passport for your child under age 18
- ☐ You are renewing the passport of your child under age 18

DOCUMENTARY REQUIREMENTS

- ☐ Duly-accomplished **Application Form**
Book your appointment at passport.gov.ph to receive your application form
- ☐ 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
If born outside the Philippines, first report your child's birth to the PH Embassy/Consulate
- ☐ Original and one (1) photocopy of **proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- ☐ Original and one (1) photocopy of **Philippine passport** data page
- ☐ Original and one (1) photocopy of **foreign passport** data page
- ☐ **[If parents are married]** Personal appearance of **either parent**
 - ☐ Original and one (1) photocopy of **both parents' valid ID**
- ☐ **[If parents are not married]** Personal appearance of the **mother**
 - ☐ Original and one (1) photocopy of the **mother's valid ID**
- ☐ **[If the parents are not married and the mother is not the child's companion]**
 - ☐ Original and one (1) photocopy of a notarized **Special Power of Attorney** and **Affidavit of Support and Consent** executed by the mother
 - ☐ Original and one (1) photocopy of the **authorized adult companion's valid ID**
- ☐ Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 11.95 stamps
- ☐ USD 60 **processing fee**
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.
- **VALIDITY.** Minor's passports are valid for five (5) years.
- **NEED PSA DOCUMENT?** Order online at psahelpline.ph to have it delivered to your address abroad.
- **NO NEED TO BRING PHOTOS.** Your child's passport photo will be taken during your appointment.
- **PASSPORT NAME.** The name on your child's 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 child's 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.