

# ADULT PASSPORT RENEWAL

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

- ☐ Your most recent passport is an e-passport (maroon with chip logo on the cover)
  - ☐ Your e-passport is expired/expiring
  - ☐ Your e-passport is still valid but your name has changed
  - ☐ Your e-passport is still valid but your appearance cannot be recognized from your passport photo
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## DOCUMENTARY REQUIREMENTS

- ☐ Duly-accomplished **Application Form**  
Book your appointment at [passport.gov.ph](https://passport.gov.ph) to receive your application form
  - ☐ Original and one (1) photocopy of **Philippine passport** data page, regardless of expiration date
  - ☐ 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 **foreign passport** data page
  - ☐ 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**  
Cash, debit/credit card, or money order made to the Embassy of the Philippines
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## 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](https://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/](https://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.