

TRAVEL DOCUMENT

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

- ☐ You lost your valid passport and have an urgent travel to the Philippines
- ☐ Your passport is expiring and you have to travel to the Philippines within 6 weeks
- ☐ You cannot renew your passport before you travel to the Philippines

DOCUMENTARY REQUIREMENTS

- ☐ Duly-accomplished and notarized **Travel Document Application Form**
- ☐ Original and one (1) photocopy of **Philippine passport** data page
- ☐ Original and one (1) photocopy of **proof of Philippine citizenship**
Example: visa, permanent resident card, work permit, dual citizenship identification certificate
- ☐ Original document showing **urgent travel** to the Philippines
- ☐ Four (4) colored **2" x 2" photos** with white background, taken within six months
- ☐ **[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
- ☐ **[IF LOST PASSPORT]** One (1) original notarized **Affidavit of Loss**
- ☐ **[IF LOST PASSPORT]** One (1) original **Police Report**
- ☐ **[IF MAILED]** **Cover letter** indicating the request, enclosed documents, and contact information
- ☐ **[IF MAILED]** Self-Addressed **USPS Priority Mail Flat Rate Envelope** with USD 11.95 stamps
- ☐ USD 30 **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.
- **VALIDITY.** You have 30 days from the date of issuance to travel to the Philippines. Some countries do not accept emergency travel documents. Check with the embassy of the country you plan to transit through.
- **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.
- **UPON ARRIVAL IN THE PHILIPPINES,** you are expected to surrender the used travel document at any DFA consular office and apply for a new Philippine passport.
- **THE EMBASSY ASSUMES NO RESPONSIBILITY** for any delays or loss of documents during mail delivery, or while in the custody of the courier service.