

# 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](https://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](https://psahelpline.ph) or [psaserbilis.com.ph](https://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 12.90 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](https://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/](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.

Full information on this service can be found at [philippineembassy-dc.org/passport](https://philippineembassy-dc.org/passport)  
Questions? Email us at [passport@phembassy-us.org](mailto:passport@phembassy-us.org)