

# NEW ADULT PASSPORT

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

- You are an adult getting your first Philippine passport
  - Your most recent Philippine passport was green, brown, or maroon (with no chip)
  - You are getting your first passport after reacquiring your Philippine citizenship (dual citizen)
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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 **birth certificate** issued by the Philippine Statistics Authority  
Get your PSA document from [psahelpine.ph](https://psahelpine.ph) or [psaserbilis.com.ph](https://psaserbilis.com.ph)  
If born outside the Philippines, first report your 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, regardless of expiration date
  - 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 12.90 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 [psahelpine.ph](https://psahelpine.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.