

Basic Requirements for Adult New Applications

1. Confirmed Online Appointment - To schedule an online appointment, please [click here](#).
2. Accomplished Application Form
3. Personal Appearance
4. Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth on Security Paper; and
 - Married Females (who are using their spouse's last name) must also present original and submit photocopy of PSA-issued Certificate of Marriage on Security Paper or Report of Marriage.
 - Local Civil Registrar Copy is required if PSA-issued documents are not clear or cannot be read.
5. Original and photocopy of Valid Identification Card/Work Permit

Note: If a woman opts to retain maiden name, a PSA-issued Certificate of Marriage is not required.

Additional requirements may be required, please refer to the section below.

Supporting Documents for Adult New Applications

Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship, and lack of travel restrictions, as specified in the following cases:

- A. In case of Late Registered PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling:
 1. Original and photocopy of PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling
 2. At least one of the following on top of the basic requirements:
 - Additional primary government-issued valid ID accepted for passport application
 3. Any two (2) of the following documents if unable to provide an additional primary ID:
 - a. NBI Clearance (valid or expired)
 - b. School Records such as: Form 137-A; Transcript of Records; Diploma obtained from Elementary, High School and/or College
 - c. If government employee, Service Record

d. Member Data Record (MDR) from PhilHealth

B. If the passport applicant's PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling has lacking data, or the first name is registered as "Baby Boy/Baby/BabyGirl/Girl/Boy" and the applicant is born before 1993:

- Original and photocopy of PSA-annotated Certificate of Live Birth, Report of Birth, or Certificate of Foundling

C. If the passport applicant's PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling contains a misspelled first or last name, or misspelled birth place, or mistake in the day or month of birth, or clerical error in the sex, or change of first name or nickname:

- Original and photocopy of PSA-annotated Certificate of Live Birth, Report of Birth, or Certificate of Foundling pursuant to R.A. No. 9048, as amended by R.A. No. 10172.

D. If by operation of law or through a court order, the passport applicant is permitted to use a name or other biographic detail other than what is officially recorded in the PSA:

- Original and photocopy of annotated Certificate of Live Birth, Report of Birth, or Certificate of Foundling as authenticated by PSA reflecting the corrected entry.

E. Discrepancies on the biographical details of supporting documents submitted for passport application:

- The applicant shall provide supporting documents that are consistent with the information as stated in the applicant's PSA-issued documents, unless by operation of law or through court order, the applicant is permitted to use a name other than what is officially recorded in the PSA.

Thus, the applicant shall have the supporting document corrected in order for its details to be consistent with the PSA-issued document.

The applicant shall submit original and photocopy of any of the following, depending on the correction needed:

1. Annotated PSA Certificate of Live Birth
2. Annotated PSA Marriage Certificate
3. Corrected Government-issued Valid IDs
4. Corrected Identification Certification

F. If the PSA-issued documents submitted by the applicant is unreadable, the applicant must submit the following:

- *Unreadable PSA-issued Certificate of Live Birth (COLB) or Certificate of Foundling:* Original and photocopy of Local Civil Registry Municipal Form No. 102 or Civil Registry Form 1-A; If born abroad, the original and photocopy of the Report of Birth is required.
- *Unreadable PSA-issued Certificate of Marriage:* Local Civil Registry Municipal Form No. 97; If married abroad, the original and photocopy of the Report of Marriage is required.
- *Unreadable PSA-issued Certificate of Death:* the original and photocopy of the Local Civil Registry Municipal Form No. 103

G. In case there is NO PSA-issued Certificate of Live Birth or Report of Birth, the applicant must:

- First file for late registration with Local Civil Registrar (LCR) or Consular Office with jurisdiction over the place where applicant was born; and
- Submit original and photocopy of PSA-issued late registered Certificate of Live Birth or Report of Birth.

H. If applicant is a Naturalized Filipino Citizen, the following are the additional requirements:

- For persons who have undergone Administrative Naturalization under Republic Act No. 9139:
 1. Original and photocopy of Certificate of Naturalization;
 2. Original and photocopy of Certificate of Renunciation of foreign citizenship issued by the concerned Foreign Embassy or Foreign Ministry; and
 3. Original and photocopy of Identification Certificate issued by BI.
- For persons who have undergone Judicial Naturalization under Commonwealth Act No. 473:
 1. Original and photocopy of Certificate of Naturalization;

2. Original and photocopy of Court Order, Certificate of Finality of Decision granting naturalization, Decree of Naturalization; and
 3. Original and photocopy of Identification Certificate issued by BI.
- For persons who have undergone Legislative Naturalization under Commonwealth Act No. 63:
 1. Original and photocopy of Certificate of Naturalization;
 2. Original and photocopy of the certified true copy of the law granting citizenship;
 3. Original and photocopy of Foreign Birth Certificate authenticated by the Philippine Foreign Service Post; and
 4. Original and photocopy of Identification Certificate issued by BI.
 - For persons who availed of the Facilitated Naturalization of Refugees and Stateless Persons under Supreme Court Rule 21-07-2022-SC:
 1. Original and photocopy of Decree of Naturalization

I. If applicant obtained Filipino citizenship by Election

- Applicants those born before 17 January 1973 to Filipino mothers and married to non-Filipino spouses and elected Philippine citizenship within three (3) years upon reaching the age of twenty-one (21), the following are the additional requirements:
 1. Original and photocopy of PSA-issued Certificate of Live Birth of or PSA-issued Report of Birth; and
 2. Original and photocopy of additional documents proving election of Philippine citizenship.

J. If applicant retained or re-acquired their Philippine citizenship

- Applicants covered by the provisions of under Republic Act No. 9225, otherwise known as "Citizenship Retention and Reacquisition Act of 2003," shall submit any of the following documents issued by a Philippine FSP or by the Bureau of Immigration (BI):
 1. Original and photocopy of Order of Approval;
 2. Original and photocopy of Oath of Allegiance; or
 3. Original and photocopy of Identification Certificate or Certificate of Retention/Re-acquisition of Philippine Citizenship.

- Applicant is a derivative beneficiaries of Filipino parents who retained or re-acquire Philippine citizenship, shall submit the following documents:
 1. Original and photocopy of Order of Approval of parent or child (as applicable); and/or
 2. Original and photocopy of Identification Certificate issued by a Philippine FSP or Certificate of Retention/Re-acquisition of Philippine Citizenship issued by the BI.

K. If applicant is a natural born Filipino who was conferred Swiss citizenship by virtue of marriage to a Swiss citizen that took place before 01 January 1992

- If marriage took place in the Philippines, the original and photocopy of PSA-authenticated Certificate of Marriage
- If marriage took place abroad, the original and photocopy of PSA-authenticated Report of Marriage