

## **Basic Requirements for Adult Renewal (Non-ePassport) Application (Brown, Green, Machine Readable [Maroon] Passports or any older Passports)**

1. Confirmed Online Appointment - To schedule an online appointment, please [click here](#).
2. Accomplished Application Form
3. Personal Appearance
4. Current Non-ePassport with photocopy of data page (if available)
5. Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth on Security Paper; and
  - a. 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.
  - b. Local Civil Registrar Copy is required if PSA-issued documents are not clear or cannot be read.
6. 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 Renewal (Non-ePassport) 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:

*Note: Some cases will require the application to be treated as a New Application rather than a renewal.*

### **A. In case of Lost expired Non-ePassport**

1. Police Report in English;
2. Notarized Affidavit of Loss in English; and
3. Replacement Fee: CHF 90.00.

*Note: If a photocopy of the applicant's latest issued passport is not available, on top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents*

*may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.*

B. In case of renewal of a frequently Lost Passport

1. Police Report in English;
2. Notarized Affidavit of Loss in English; and
3. Replacement Fee: CHF 90.00.

*Note: If a photocopy of the applicant's latest issued passport is not available, on top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.*

C. In case passport has been mutilated or damaged

1. Notarized Affidavit of Explanation; and
2. Replacement Fee: CHF 90.00.

*Note: On top of the requirements above, the PSA-issued Certificate of Live Birth will be required and will be treated as a new applicant. Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.*

D. In case applicant is a Dual Citizen

- Natural-born Dual Citizens:
  1. Original and photocopy of latest-issued Philippine passport; and
  2. Original and photocopy of PSA-issued Certificate of Live Birth or PSA-issued Report of Birth.
- Dual Citizens who availed of the provisions of Republic Act No. 9225:
  1. Original and photocopy of latest-issued Philippine passport;
  2. Original and photocopy of Oath of Allegiance, Order of Approval, or Identification Certificate issued by a Philippine FSP; or Certificate of Retention/Re-acquisition of Philippine Citizenship or any equivalent document issued by BI; and
  3. Original and photocopy of valid government-issued ID or their secondary citizenship/residence counterparts.

E. 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

F. In case applicant is a Naturalized Citizen

1. Original and photocopy of latest-issued Philippine passport; and
2. Original and photocopy of Identification Certificate of Naturalization from the Bureau of Immigration, or Certificate of Naturalization issued by the Special Committee on Naturalization (SCN), or copy of the final Court Judgment or Law granting Philippine citizenship

G. In case applicant is a Filipino citizen by Election

1. Original and photocopy of latest-issued Philippine passport;
2. Original and photocopy of documents of election of Philippine citizenship; and
3. Original and photocopy of Identification Certificate issued by the BI.

H. If a married woman applicant wishes to revert to her maiden name based on the following:

- By virtue of death of the spouse:
  1. Original and photocopy of PSA-issued Certificate of Death or Report of Death (ROD) of spouse or apostillized or authenticated Foreign Death Certificate of foreign spouse with English translation, if applicable;
  2. Original and photocopy of PSA-issued Certificate of Live Birth or Report of Birth; and
  3. Original and photocopy of latest issued Philippine passport (if available).
- By virtue of an annulment, declaration of nullity of marriage, judicially-recognized foreign divorce, and judicially-recognized divorce under Presidential Decree No.1083 (Code of Muslim Personal Laws of the Philippines):

1. Original and photocopy of PSA-issued Certificate of Marriage or Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriage
  2. Original and photocopy of PSA-issued Certificate of Live Birth or Report of Birth; and
  3. Original and photocopy of latest issued Philippine passport (if available).
- For other reasons of reversion:
    1. Original and photocopy of PSA-issued Certificate of Live Birth or Report of Birth;
    2. Original and photocopy of notarized Affidavit of Explanation that includes request for the reversion of maiden name in the Philippine passport or travel document and stating she has not hitherto availed of the reversion;
    3. Original and photocopy of latest-issued Philippine passport or travel document; and
    4. Original and photocopy of any existing government-issued valid ID accepted for passport application reflecting the maiden name.

*Note: This mode of reversion can only be done once.*