

Philippine Embassy

Berne, Switzerland

CHECKLIST FOR CONSULAR SERVICES (as of January 2024)

NAME OF APPLICANT:

Contact Number and Email:

TRAVEL DOCUMENT

A Travel Document (TD) is a one-way document that allows Filipino/s to travel to the Philippines at the most direct possible route, including going through transit. It is valid for 30-days from the date of issuance.

A TD is issued in lieu of a passport, which has expired or was lost, to allow them to travel to the Philippines from the port of departure (for Switzerland, i.e., Zurich International Airport) and transit. Those residing in the Cantons of Geneva and Vaud should apply for the issuance of a TD at the Philippine Consulate General in Geneva.

*A TD cannot be used to visit other countries for the purpose of tourism or business.* TDs must be surrendered to the DFA ASEANA Office or DFA Consular Office before they can be issued anew their Philippine passport, subject to the submission and evaluation of their complete documents.

Travellers who entered the Philippines using a TD are not allowed to leave the Philippines without a valid Philippine passport.

*\*Documents must have 1 original and 1 photocopy*

*\*Since March 2020, consular clients appearing at the Embassy must have confirmed appointments. They must arrive not more than five (5) minutes before their confirmed appointment schedule. The Embassy will not entertain consular clients without confirmed appointments on the day of their visit.*

A. GENERAL REQUIREMENTS

Check (✓) to confirm availability for submission

1 Travel Document (TD) form, duly filled and signed

The form can be downloaded from:  
[https://bernepe.dfa.gov.ph/images/Form\\_Travel\\_Document.pdf](https://bernepe.dfa.gov.ph/images/Form_Travel_Document.pdf)

2 PSA-authenticated Birth Certificate (BC, if born in the Philippines) or the PSA-authenticated Report of Birth (ROB, if born outside of the Philippines)

Please secure a copy of the record/s from the PSA through:  
<https://www.psaserbilis.com.ph/#!>

3 Original and copy of the expired Philippine passport, if available  
*\*Note: the original passport (if available) will be cancelled in view of the issuance of the Travel Document.*

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| 4 | If the passport was lost and its validity has expired, submit an Affidavit of Loss narrating the circumstances of loss; to be executed at the Embassy.<br><br>The template Affidavit of Loss can be downloaded from:<br><a href="https://bernepe.dfa.gov.ph/images/pdf/Affidavit%20of%20Loss.pdf">https://bernepe.dfa.gov.ph/images/pdf/Affidavit%20of%20Loss.pdf</a>     |  |
| 5 | If the passport was lost and is still valid at the the time of application for TD, the applicant must submit a Police Report (with English translation)   |  |
| 6 | <a href="#">PSA-authenticated Marriage Certificate (MC, if married in the Philippines) or PSA-authenticated Report of Marriage (ROM, if married abroad) (for married female applicant only), original and copy</a><br><br>Please secure a copy of the record/s from the PSA through:<br><a href="https://www.psaserbilis.com.ph/#!">https://www.psaserbilis.com.ph/#!</a> |  |
| 7 | Other Philippine-issued ID or Secondary documents (i.e. Baptismal Certificate, School Records, other Philippine Government-issued ID), as may be required by the Consular Officer, original and copy  |  |
| 8 | Four (4) passport-sized photo with white background   |  |
| 9 | Confirmed flight ticket to the Philippines (copy)   |  |

*\*The Embassy does not process applications with incomplete documents. Original and copies are required.*

*\* The Embassy reserves the right to require additional document/s from the client/s.*

*\*For clarifications or other concerns regarding Travel Document, please send an email to:  
[bernepe.passport@dfa.gov.ph](mailto:bernepe.passport@dfa.gov.ph).*