

<b>Philippine Embassy</b> <b>Berne, Switzerland</b> <b>CHECKLIST FOR CONSULAR SERVICES</b>	
<b>NAME OF APPLICANT:</b>	
<b>APPOINTMENT DATE/TIME:</b>	
<b>Contact Number and Email</b>	
<b>Initial of the Personnel who gave the appointment and date:</b>	
<b>E-PASSPORT</b>	
<i>*Documents must have 1 original and 1 photocopy</i>	
<i>* The Embassy only accepts cash payments in Swiss Francs. For ease of transaction, clients are requested to prepare the exact amount to be paid.</i>	
<b>A. GENERAL REQUIREMENTS</b>	<b>APPLICANT to confirm availability (please ✓)</b>
1	<b>Personal appearance.</b> For biometrics (i.e. photo-capture), <b><i>please remind the applicant of the following:</i></b> a. No wearing of any accessories (necklace, earrings nor rings in the other parts of the face) b. No wearing of eyeglasses or colored contact lenses c. Ears should not be covered d. Wear clothes with collar and sleeves e. No heavy make up
2	Duly accomplished ePassport Application Form
3	Original and photocopy of valid Identification Card\Work Permit
4	<b>Passport Fees:</b> a. Renewal/First-time application: <b>CHF 60.00</b> b. Replacement of lost/damaged MRRP (green) or MRP (maroon) passports: <b>CHF 90.00</b> c. Replacement of lost/damaged ePassport dark maroon): <b>CHF 150.00</b> d. Affidavit of Loss/Explanation: <b>CHF 25.00</b>
5	Self-addressed return envelope with CHF 6.30 worth of stamps (registered mail). Please note that the Embassy: a. No longer send passports outside of Switzerland b. Does not sell stamps and envelope
<b>B. RENEWAL OF CURRENT/EXPIRING/EXPIRED PASSPORT</b>	<b>APPLICANT to confirm availability (please ✓)</b>
1	General Requirements (Item A)
2	Original Philippine passport (current, expiring or expired), plus a copy of the personal data page
3	With change of last name, please submit 1 original and 1 copy of the following as applicable:
4	a. PSA-authenticated marriage certificate if adopting husband's surname (for married women)
5	b. PSA-authenticated/Apostilled death certificate of spouse and PSA-authenticated birth certificate of wife, if reverting to maiden name (for widow)

6	c. PSA-authenticated marriage certificate with annotation on the dissolution of marriage, Philippine court order and PSA-authenticated birth certificate of wife, if reverting to maiden name (for annulled/divorced women)	
7	d. PSA-authenticated birth certificates (before and after adoption) and Philippine court order on adoption (for adopted)	
<b>C. FIRST-TIME APPLICATION PASSPORT</b>		<b>APPLICANT to confirm availability (please ✓)</b>
1	General Requirements (Item A)	
2	<b>Original PSA authenticated Birth Certificate.</b> If birth has not been reported yet, submit ROB. Please see separate requirement for ROB.	
<b>D. REPLACEMENT OF LOST/TAMPERED/DAMAGED PASSPORT</b>		<b>APPLICANT to confirm availability (please ✓)</b>
1	General Requirements (Item A)	
2	Affidavit of Loss, narrating the circumstances of loss, to be executed at the Embassy	
3	If passport is still valid at the time of application of replacement passport, submit Police Report	
4	If available, photocopy of personal data page of lost Philippine passport	
5	Original PSA authenticated Birth Certificate.	
6	PSA authenticated Marriage Certificate (for married women only)	
7	Secondary documents (i.e. Baptismal Certificate, School Records, Voter's ID) as may be required by the Consular Officer	
<b>E. MINORS</b>		<b>APPLICANT to confirm availability (please ✓)</b>
1	General Requirements (Item A)	
2	PSA authenticated Birth Certificate. If birth has not been reported yet, submit ROB. Please see separate requirement for ROB.	
3	If minor, applicant should be accompanied by the Filipino parent and submit copy of the personal data page of Filipino parent's valid passport	
<b>F. DUAL CITIZENS</b>		<b>APPLICANT to confirm availability (please ✓)</b>
1	General Requirements (Item A)	
2	If foreign citizenship was acquired by naturalization, please submit Oath of Allegiance, Identification Certificate and Oath of Allegiance (If yet to apply, please refer to requirements of Dual Citizenship)	
3	If foreign citizenship was acquired by birth, please submit PSA-authenticated birth certificate/ Bureau of Immigration (BI) Certificate of Recognition	
4	If foreign citizenship was acquired by election, please submit BI election documents	