

### **PASSPORT REQUIREMENTS (1<sup>ST</sup> TIME)**

1. application form (for below 18 applicants, must be filled up and signed by parents)
2. 3 pcs recent passport size pictures, colored with white background (shirt with collar)
3. original authenticated birth certificate from NSO
4. original authenticated marriage certificate from NSO – for married women
5. valid I.D. (driver's license, school I.D., voter's I.D, office I.D.) – EXCEPT POSTAL ID
6. original baptismal certificate/voter's affidavit/transcript of records/NBI clearance – **ANY 2**
7. notarized joint affidavit of two disinterested persons (for destroyed birth record)
8. passports of both parents ( for below 18 applicants )
9. personal appearance (with both parents for minors 7-17 years old)
10. CFO certificate (if fiancée or if married to foreigner)
11. Original marriage certificate of parents (if no entry of date and place of marriage of parents in the birth certificate)
12. Original proof of residency/must be at least 6 months stay in Cebu (proof of billing, voter's registration record, employment certificate and ID, etc.)

**NOTE : THUMB PRINTING SHOULD BE DONE AT THE FOREIGN AFFAIRS OFFICE DURING APPEARANCE**

### **PASSPORT RENEWAL REQUIREMENTS**

1. application form (for below 18 applicants, must be filled up and signed by parents)
2. 3 pcs recent passport size pictures, colored with white background (shirt with collar)
3. original birth certificate (for brown passport)
4. old passport
5. personal appearance for brown passport holders, by parents for child below 7 years old and child and both parents for children 7-17 years old.
6. CFO certificate (if fiancée or if married to foreigner)

### **LOST PASSPORT REQUIREMENTS**

1. application form (for below 18 applicants, must be filled up and signed by parents)
2. 3 pcs recent passport size pictures, colored with white background (shirt with collar)
3. police blotter (for valid passport)
4. notarized affidavit of lost
5. original authenticated birth certificate from NSO
6. original authenticated marriage certificate from NSO
7. original baptismal certificate / voter's affidavit / transcript of records / NBI clearance – **ANY 2**
8. valid I.D. (driver's license, school I.D., voter's I.D, office I.D.) – EXCEPT POSTAL ID
9. personal appearance (with both parents for minors 7-17 years old)
10. CFO certificate (if fiancée or if married to foreigner)
11. Original marriage certificate of parents (if no entry of date and place of marriage of parents in the birth certificate)
12. Original proof of residency/must be at least 6 months stay in Cebu (proof of billing, voter's registration record, employment certificate and ID, etc.)

**NOTE : OTHER DOCUMENTS MAT BE REQUIRED BY THE DFA OFFICE**