



**PHILIPPINE EMBASSY, BEIJING, CHINA**  
**CITIZEN'S CHARTER**

2024 Edition



## Service Name: Individual Visa

<b>Office or Division:</b>	Consular Section
<b>Classification:</b>	Consular Service
<b>Type of Transaction:</b>	Issuance of 9(a) Visa for Temporary Visitors
<b>Who may avail:</b>	Chinese and other foreign nationals
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<p><b>9(a) Visa for Tourism</b></p> <ol style="list-style-type: none"> <li>1. Completely filled out visa application form with 3.3 cm x 4.8 cm photo (white background) of the applicant in decent attire</li> <li>2. Passport of the applicant</li> <li>3. Photocopy of the applicant's national ID (for Mainland Chinese nationals)</li> <li>4. Photocopy of the passport information page</li> <li>5. Bank statement showing the transaction in the last six (6) months</li> <li>6. Other proof of economic capability (any one of the following):             <ol style="list-style-type: none"> <li>a. Certificate of Employment (with the company letterhead, applicant's position, salary amount, and the (printed) name and position of the HR manager, signature, and official seal);</li> <li>b. Personal property certification with English translation;</li> <li>c. Invitation letter from a reputable Philippine company or individual (enclosed with the photocopy of his/her passport or identity document issued by the government);</li> </ol> </li> <li>7. Printout of a round-trip flight schedule</li> <li>8. Printout of the hotel booking</li> <li>9. Social Insurance Record Certificate with English translation, which must be registered for at least six (6) months at the time of the submission of the visa application, with following exceptions:             <ol style="list-style-type: none"> <li>a. Students currently enrolled in primary, secondary, or college education, must submit proof of enrollment with English translation; and</li> <li>b. Retired persons who are above 55 years old, must submit a Retirement Certificate with English translation.</li> </ol> </li> <li>10. For minors under 15 years of age</li> </ol>	<p>Download the form from <a href="http://beijing.pe.gov.ph">beijing.pe.gov.ph</a></p> <p>Provided by Applicant</p>




- a. Copy of birth certificate with English translation and parents' passport
- b. If unaccompanied by a parent or not joining a parent - apply for Waiver of Exclusion Ground (WEG)

**9(a) Visa for Business**

1. Completely filled out visa application form with 3.3 cm x 4.8 cm photo (white background) of the applicant in decent attire
2. Passport of the applicant
3. Photocopy of the applicant's national ID (for Mainland Chinese nationals)
4. Photocopy of the passport information page
5. Printout of the round-trip flight schedule
6. Dispatch letter from the Chinese employer with English translation (with company letterhead, the position of the applicant and the printed name and position of the signatory, and the official seal)
7. Invitation letter from the inviting party addressed to the Philippine Embassy (with the printed name and position of the signatory and the official seal)
  - a. If the inviting party is a government agency or an international organization, a letter of confirmation addressed to the Philippine Department of Foreign Affairs is required, copy furnished to the Embassy
  - b. If the inviting party is a Philippine-based company, the following attachments are also required:
    1. If the signatory is a Filipino national - Photocopy of the passport information page
    2. If the signatory is not a Filipino national - Photocopy of the passport information page and valid visa
8. Photocopy of the business license or registration of the inviting party
9. Social Insurance Record Certificate with English translation.

Download the form from [beijing.pe.gov.ph](http://beijing.pe.gov.ph)

Provided by Applicant

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>STEP 1: ONLINE APPLICATIONS / VERIFICATION</b></p> <p><b>1.1</b> Applicant Lodges the application on <a href="https://visa.gov.ph">https://visa.gov.ph</a> or fills out <a href="#">DFA Form FA No. 2-Individual</a></p> <p><b>1.2.</b> Applicant secures an appointment on WeChat. QR code:</p> 			3 minutes	



<p><b>1.3.</b> Consular Assistant verifies appointment database or weekly print-out of appointments or courtesy lane application</p>				
<p><b>STEP 2: FRONT-END PROCESSING</b></p> <p>Applicant submits the documentary requirements at the Consular Section window</p>	<p>Evaluates the visa application; and may take any of the following actions:</p> <ol style="list-style-type: none"> <li>1. Issues claim slip to applicant, if approved.</li> <li>2. Requires additional documents</li> <li>3. Denies application</li> </ol> <p>The agency is not obliged to provide any reason for denial of the visa application.</p>	<p><b>For Chinese Nationals – Temporary Visitor’s visa</b></p> <p><u>Single Entry (SE):</u> CNY190.00</p> <p><u>Multiple Entry (ME):</u> 3 months valid – CNY380.00</p>	<p>3 -10 minutes evaluation by visa processor</p>	<p>Consular Assistant</p>
<p><b>STEP 3: PAYMENT</b></p> <p>Applicant pays the corresponding visa fee.</p>	<p>Accepts cash payment and counterchecks authenticity of notes received and issues receipt.</p>	<p>6 months valid – CNY760.00</p>	<p>3 minutes</p>	<p>Collecting Officer</p>
<p><b>STEP 4: BACK-END PROCESSING</b></p> <p>Consular assistants and officers evaluate application</p>		<p><b>Expedite Fees</b></p> <p>Released in 1 working day - CNY190.00</p>	<p>Dependent on service availed by applicant</p>	
<p><b>STEP 5: RELEASING</b></p>		<p>Released in 2 working days - CNY 114.00</p>	<p>10 minutes</p>	<p>Consular Assistant</p>



<p>An applicant or his representative presents claim slip at the counter.</p>	<p>Receives claim slip and then locates the visa application;</p> <p><b>(For approved visas)</b> Requests the applicant/ representative/agent to check the accuracy of all the entries in the visa; and</p> <p>Requests applicant/representative/ agent to sign logbook.</p>	<p>Released in 3 working days - CNY 38.00</p> <p>Affidavit of Consent to Travel</p> <p>Notarial Fees and Request for the Issuance of the Waiver of Exclusion Ground (WEG) - CNY190.00</p>		
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## Service Name: Tour Group Visa

<b>Office or Division:</b>	Consular Section	
<b>Classification:</b>	Consular Service	
<b>Type of Transaction:</b>	Issuance of 9(a) Visa for Tour Groups	
<b>Who may avail:</b>	Accredited Chinese Travel Agencies with Philippine Tour Operators. A tour group is comprised of at least 3 individuals traveling to the Philippines for leisure/tourism with the same itinerary.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p><b>Tour Group Visa</b></p> <ol style="list-style-type: none"> <li>1. Excel file of pertinent details of the tour group members</li> <li>2. Scanned copies of passports of the tour group members</li> <li>3. Cover letter from accredited agency</li> <li>4. Copy of the Cooperation Agreement between Chinese travel agency and Philippine tour operator</li> <li>5. Copy of Letter of Endorsement containing the Affidavit of Guarantee</li> <li>6. Hotel booking/s</li> <li>7. Flight/ship details and itinerary</li> <li>8. Manifest of Tour Group</li> <li>9. Photocopies of the passports of Tour Group members;</li> <li>10. Original passport of all Tour Group members</li> <li>11. Pre-printed Application form* (FA Form No. 2 – Tour Group) (one form of the visa applicant inserted in each original passport)</li> </ol> <p><i>*Each submitted visa application form should have the back pages with the stamp pre-printed or accomplished by the accredited Travel Agency.</i></p> <p><b>Additional requirement for Minor:</b></p> <ol style="list-style-type: none"> <li>1. For minors under 15 years of age - copy of birth certificate</li> <li>2. For minors under 15 years of age, not traveling with the parent: <ul style="list-style-type: none"> <li>- Personal appearance of parents/legal guardian</li> </ul> </li> </ol>		<p>Accredited Chinese Travel Agency</p> <p>Download the form from <a href="http://beijing.pe.gov.ph">beijing.pe.gov.ph</a></p> <p>Parent/legal guardian of applicant</p>



Affidavit of Request and Consent for application of a Waiver of Exclusion Ground executed by parent with copy of their passport and copy of passport of accompanying adult				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>STEP 1: PRE-PROCESSING</b></p> <p>During pre-processing, the accredited CN agency emails to the Embassy, two (2) working days in advance of intended date of filing of application, the following:</p> <ol style="list-style-type: none"> <li>1. Excel file of pertinent details of the tour group members</li> <li>2. Scanned copies of passports of the tour group members</li> </ol>			2 working days	
<p><b>STEP 2: PROCESSING</b></p> <p>For physical submission, except for no. 8, three (3) sets of the ff:</p> <ol style="list-style-type: none"> <li>1. Cover letter from accredited agency</li> <li>2. Copy of the Cooperation Agreement</li> <li>3. Copy of the Letter of Endorsement containing the Affidavit of Guarantee</li> <li>4. Hotel booking/s;</li> <li>5. Flight/ship details and itinerary</li> <li>6. Manifest of Tour Group</li> <li>7. Photocopies of the passports of Tour Group members</li> <li>8. Original passport of all Tour Group members</li> <li>9. Pre-printed Application form* (FA Form No. 2 – Tour Group) (one form of the visa applicant inserted in each original passport)</li> </ol> <p><i>*Each submitted visa application form should have the back pages with the stamp pre-printed or accomplished by the accredited Travel Agency.</i></p>	<p>Evaluates the visa application; and may take any of the following actions</p> <ol style="list-style-type: none"> <li>A. Issues claim slip to applicant, if approved.</li> <li>B. Require additional documents</li> <li>C. Deny application</li> </ol> <p>The agency is not obliged to provide any reason for denial of the visa application.</p>	<p><b>For Chinese Nationals – Tour Group Visa</b> CNY190.00/person if the group is 19 persons or less</p> <p>CNY114.00/person if the group is 20 persons or more</p>	20 minutes to accept, 4 working days to process	Consular Assistant



<p><b>STEP 2: PAYMENT</b> Applicant pays the corresponding visa fee.</p>	<p>Accepts cash payment and counterchecks authenticity of notes received; and issues receipt.</p>		<p>3 minutes</p>	<p>Collecting Officer</p>
<p><b>STEP 3: RELEASING</b>  An applicant or his/her representative presents claim slip at the counter.</p>	<p>Receives claim slip and then locates the visa application;</p> <p><b>(For approved visas)</b> Requests the applicant/ representative/agent to check the accuracy of all the entries in the visa; and</p> <p>Requests applicant/ representative/ agent to sign logbook.</p>		<p>10 minutes</p>	<p>Consular Assistant</p>





**Service Name: Passport Processing**

<b>Office or Division:</b>	Consular Section
<b>Classification:</b>	Consular Service
<b>Type of Transaction:</b>	Issuance of Passport
<b>Who may avail:</b>	Filipino nationals
<b>CHECKLIST OF REQUIREMENTS</b>	
	<b>WHERE TO SECURE</b>
<p><b>BASIC REQUIREMENTS FOR <u>ADULT NEW APPLICATIONS</u></b></p> <ol style="list-style-type: none"> <li>1. Confirmed Online Appointment</li> <li>2. Personal Appearance</li> <li>3. Accomplished Application Form</li> <li>4. Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth on Security Paper or Report of Birth; and             <ul style="list-style-type: none"> <li>• 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.</li> <li>• Local Civil Registrar Copy is required if PSA-issued documents are not clear or cannot be read.</li> </ul> </li> <li>5. Any of the following acceptable IDs with one (1) photocopy</li> </ol> <p><i>Note: If a woman opts to <u>retain maiden name</u>, a PSA-issued Certificate of Marriage is not required.</i> Additional requirements may be required, please refer to the section below.</p> <p><b>Supporting Documents for Adult New Applications</b></p> <p>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:</p> <p><b>In case of Late Registered PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling</b></p> <ul style="list-style-type: none"> <li>• Original and photocopy of PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling;</li> <li>• At least one of the following on top of the basic requirements:             <ul style="list-style-type: none"> <li>○ Additional primary government-issued valid ID accepted for passport application;</li> </ul> </li> <li>• If unable to provide an additional primary ID, the applicant must submit any two (2) of the following documents:             <ul style="list-style-type: none"> <li>○ NBI Clearance (valid or expired);</li> </ul> </li> </ul>	



- School Records such as:
  - Form 137-A
  - Transcript of Records
  - Diploma obtained from Elementary, High School and/or College
- If government employee, Service Record;
- Member Data Record (MDR) from PhilHealth

**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:**

- Applicant must submit a PSA-annotated Certificate of Live Birth, Report of Birth, or Certificate of Foundling.

**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:**

- Applicant must submit a 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.

**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:**

- Annotated Certificate of Live Birth, Report of Birth, or Certificate of Foundling as authenticated by PSA reflecting the corrected entry.

**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 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



**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: Local Civil Registry Municipal Form No. 102 or Civil Registry Form 1-A;  
If born abroad, a copy of the Report of Birth is required.
- Unreadable PSA-issued Certificate of Marriage: Local Civil Registry Municipal Form No. 97  
If married abroad, a copy of the Report of Marriage is required.
- Unreadable PSA-issued Certificate of Death: Local Civil Registry Municipal Form No. 103

**In case applicant has NO PSA-issued Certificate of Live Birth or Report of Birth:**

- 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
- Applicant must submit PSA-issued late registered Certificate of Live Birth or Report of Birth.

**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:**
  - Certificate of Naturalization;
  - Certificate of Renunciation of foreign citizenship issued by the concerned Foreign Embassy or Foreign Ministry; and
  - Identification Certificate issued by BI.
- **For persons who have undergone Judicial Naturalization under Commonwealth Act No. 473:**
  - Certificate of Naturalization;
  - Court Order, Certificate of Finality of Decision granting naturalization, Decree of Naturalization; and
  - Identification Certificate issued by BI.
- **For persons who have undergone Legislative Naturalization under Commonwealth Act No. 63:**
  - Certificate of Naturalization;
  - Certified true copy of the law granting citizenship;
  - Foreign Birth Certificate authenticated by the Philippine Foreign Service Post; and
  - 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:**
  - Decree of Naturalization

**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:**
  - PSA-issued Certificate of Live Birth of or PSA-issued Report of Birth; and
  - Additional documents proving election of Philippine citizenship.

**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):**
  - Order of Approval;
  - Oath of Allegiance; or
  - 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:**
  - Order of Approval of parent or child (as applicable); and/or
  - Identification Certificate issued by a Philippine FSP or Certificate of Retention/Re-acquisition of Philippine Citizenship issued by the BI.

**BASIC REQUIREMENTS FOR ADULT RENEWAL APPLICATION**

1. Confirmed Online Appointment
2. Accomplished Application Form
3. Personal Appearance
4. Current ePassport with photocopy of data page; and
5. Original PSA-issued documents that will support the change of name.
  - Certificate of Marriage or Report of Marriage;
  - Annotated Certificate of Live Birth or Report of Birth;
  - Annotated Certificate of Marriage to show annulment/divorce/court ordered instruction; and/or
  - Certificate of Death of Spouse.

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

**Supporting Documents for Adult Renewal of 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.**

**In case of a Lost VALID ePassport**

- Police Report in English;
- Notarized Affidavit of Loss in English (fee RMB 190); and
- Loss Passport Fee: RMB 1,140.00.

*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 or Report of 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.*

**In case of a Lost EXPIRED ePassport**

- Police Report in English;
- Notarized Affidavit of Loss in English (fee RMB 190); and
- Loss Passport Fee: RMB 1,140.00.

*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 or Report of 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.*

**In case of renewal of a frequently Lost Passport**

- Police Report in English;
- Notarized Affidavit of Loss in English (fee RMB 190); and
- Loss Passport Fee: RMB 1,140.00.

*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 or Report of 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.*

**For applicants with Unclaimed Passports issued 2010 onwards**

- Applicant may request for a Certificate of Unclaimed Passport either at the office where the unclaimed passport was issued, nearest consular office or at DFA Aseana;
- Notarized Affidavit of Explanation; and
- Applicants with unclaimed passports **will be treated as a New** Applicant.



**In case passport has been mutilated or damaged**

- Notarized Affidavit of Explanation (fee RMB 190); and
- Passport Fee: RMB 1,140.

*Note: On top of the requirements above, the PSA-issued Certificate of Live Birth or report of 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.*

**In case applicant is a Dual Citizen**

- **Natural-born Dual Citizens:**
  1. Latest-issued Philippine passport; and
  2. 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. 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. Valid government-issued ID or their secondary citizenship/residence counterparts.

**In case applicant is a Naturalized Citizen**

1. Latest-issued Philippine passport; and
2. 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.

**In case applicant is a Filipino citizen by Election**

1. Latest-issued Philippine passport;
2. Documents of election of Philippine citizenship; and
3. Identification Certificate issued by the BI.

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

- **By virtue of death of the spouse:**
  - 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;
  - PSA-issued Certificate of Live Birth or Report of Birth; and
  - 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):**
  - PSA-issued Certificate of Marriage or Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriage
  - PSA-issued Certificate of Live Birth or Report of Birth; and
  - Latest issued Philippine passport (if available).
  
- **For other reasons of reversion:**
  - PSA-issued Certificate of Live Birth or Report of Birth;
  - 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;
  - Latest-issued Philippine passport or travel document; and
  - Any existing government-issued valid ID accepted for passport application reflecting the maiden name.

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

**BASIC REQUIREMENTS FOR ADULT RENEWAL (NON-ePASSPORT) APPLICATION**

(Brown, Green, Machine Readable (Maroon) Passports or any older Passports)

1. Confirmed Online Appointment
2. Personal Appearance;
3. Accomplished Application Form;
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 or Report of Birth ; 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.
6. Any of the following acceptable IDs with one (1) photocopy

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

**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*



**In case of Lost expired NON-ePassport**

- Police Report in English;
- Notarized Affidavit of Loss in English (RMB 190); and
- Loss Passport Fee: RMB 684.

*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 or Report of 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.*

**In case of renewal of a frequently Lost Passport**

- Police Report in English;
- Notarized Affidavit of Loss in English (RMB 190); and
- Loss Passport Fee: RMB 684.

*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 or Report of 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.*

**In case passport has been mutilated or damaged - will be treated as NEW APPLICATION**

- Notarized Affidavit of Explanation (RMB 190); and
- Passport Fee: RMB 1140.

*Note: On top of the requirements above, the PSA-issued Certificate of Live Birth or Report of 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.*

**In case applicant is a Dual Citizen**

- **Natural-born Dual Citizens:**
  1. Latest-issued Philippine passport; and
  2. 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. 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. Valid government-issued ID or their secondary citizenship/residence Counterparts.





**In case applicant is a Naturalized Citizen**

1. Latest-issued Philippine passport; and
2. 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

**In case applicant is a Filipino citizen by Election**

1. Latest-issued Philippine passport;
2. Documents of election of Philippine citizenship; and
3. Identification Certificate issued by the BI.

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

- **By virtue of death of the spouse:**
  - 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;
  - PSA-issued Certificate of Live Birth or Report of Birth; and
  - 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):**
  - PSA-issued Certificate of Marriage or Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriage
  - PSA-issued Certificate of Live Birth or Report of Birth; and
  - Latest issued Philippine passport (if available).
- **For other reasons of reversion:**
  - PSA-issued Certificate of Live Birth or Report of Birth;
  - 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;
  - Latest-issued Philippine passport or travel document; and
  - Any existing government-issued valid ID accepted for passport application reflecting the maiden name.

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

**List of Acceptable IDs for Philippine Passport Application**

Applicant must present a **original with a photocopy** of the following valid identification:

- Philippine Identification (PhilID)



- Electronic Philippine ID
- Digital National ID (\*printed copy must be submitted) \*Applicants will be required to generate the digital ID via the website: <https://national-id.gov.ph/> or the eGovPH mobile application during processing for document verification.

The following IDs may also be used in lieu of the Philippine Identification (PhilID) / ePhilID:

- Social Security System (SSS) Card
- Government Service Insurance System (GSIS) Card
- Unified Multi-Purpose Identification (UMID) Card
- Land Transportation Office (LTO) Driver's License. Student Permit may be accepted if in card format.
- Bangsamoro Land Transportation Office (BLTO) - issued Driver's License (DL) Cards issued 2022 onwards
- Professional Regulatory Commission (PRC) ID
- Overseas Workers Welfare Administration (OWWA) E-Card
- Commission on Elections (COMELEC) Voter's ID or Voter's Certificate issued from COMELEC main office in Intramuros, Manila.
- Philippine National Police (PNP) Permit to Carry Firearms Outside Residence
- Senior Citizen ID
- Airman License (issued August 2016 onwards)
- Philippine Postal ID (issued November 2016 until September 2023)
- Seafarer's Record Book (SRB) or Seafarers Identity Document (SID) (\*must be issued Feb 2020 onwards) issued by the Maritime Industry Authority (MARINA)
- Valid or Latest Passport (For Renewal of Passport)
- School ID (if applicable) For minor applicants -(if school ID is not applicable) Certificate of Enrolment with photo of minor and dry seal of school For adult applicants -School ID and Certificate of Registration

**Note**

- For applicants based overseas, they may use their host government issued IDs showing their Philippine citizenship. (Example: Residence Card)
- All IDs presented should be readable, untampered and contain consistent information with the documents presented upon application.

**Important Reminder:** The Department may require additional supporting documents as may be necessary.

**BASIC REQUIREMENTS FOR MINOR NEW APPLICATIONS**

1. Confirmed Online Appointment - To schedule an online appointment, please [click here](#).
2. Accomplished Application Form;
3. Personal Appearance of minor applicant **and** either parent or authorized adult companion; and,
  - The accompanying adult companion shall submit supporting documents depending on the case of the minor. The list can be found below.



4. Philippine Statistics Authority (PSA) issued Certificate of Live Birth or Report of Birth
  - Local Civil Registrar Copy may be required if PSA Certificate of Live Birth is not clear or cannot be read.
5. Valid Identification Cards (at least one) of the minor applicant and the accompanying adult.

#### **Supporting Documents for Minor 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:

**In case applicant is a newborn (less than 1 year old) and has No Report of Birth yet** the minor applicant may submit original copy of Report of Birth.

**In case the minor applicant's Report of Birth was registered one (1) year after the event, the applicant or parent/s must submit:**

- Affidavit of Late Registration (RMB 190)

**In case of marital minor applicant (with Married Parents as stated in the minor applicant's PSA Certificate of Live Birth or Report of Birth)**

- Valid Philippine passport or other competent proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity;
- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and
- If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

**In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA Certificate of Live Birth or Report of Birth)**

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and
- Passport or Valid Government issued ID of authorized adult companion

**In case applicant is not accompanied by the parent/s during the application process**

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion; and
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.



**If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:**

- Personal Appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- [PSA Birth Certificate with Acknowledgement of Paternity \(must indicate the name of the father in the birth certificate\)](#);
- Passport or Valid Government issued ID of biological father and legal guardian (

**In the absence of father, the following may accompany the minor child in the order indicated:**

- Surviving grandparent (submission of PSA Certificate of Death of Mother or Report of Death;
- Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent or Report of Death); Additional supporting documents may be required, as necessary, to ascertain filiation.
- The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

**If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:**

- Personal Appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate or Report of Birth
- Valid Passport or valid government ID\* of adult guardian
- Letter of Guardianship issued by Family Court or appropriate local court.

**In case none of the above can accompany the minor applicant**

1. In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and
2. In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.
3. Valid ID of the guardian.

**In case of Minor Foundlings in the Philippines not for Adoption**

1. Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Foundling;
3. Letter of Guardianship issued by the Family Court; and
4. Valid ID of the guardian.

**In case of Minor Applicant who is a Prospective Adoptee for Domestic Adoption**

1. Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;
3. Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;



4. Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and
5. Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of the minor applicant and must include a copy of valid government-issued ID and/or passport.

*Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in the application process and must include a copy of valid government-issued ID and/or passport.*

**In cases of Minor Applicant who is an Adoptee through Domestic Adoption**

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
3. Passports or other competent proofs of identity of the minor applicant, adoptive parent/s or authorized adult companion; and
4. Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

**In case of Minor Applicant who is a Prospective Adoptee for Foreign Adoption**

1. PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
2. Endorsement from NACC;
3. Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
4. Placement Authority issued by NACC;
5. Certificate for Issuance of Passport issued by NACC;
6. Travel Clearance Certificate for adoptee;
7. Child Study Report; and
8. Clearance for Intercountry Adoption.

**In case of Minor Applicant who is an Adoptee through Foreign Adoption**

1. Personal Appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth, Report of Birth;
3. Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
4. Certified True Copy of Court Decree of Adoption.

**BASIC REQUIREMENTS FOR MINOR RENEWAL APPLICATIONS**



1. Confirmed Online Appointment
2. Accomplished Application Form;
3. Personal Appearance of minor applicant **and** either parent or authorized adult companion;
  - The accompanying adult companion shall submit supporting documents depending on the case of the minor. The list can be found below.
4. Current ePassport **with photocopy of data page**;
5. PSA-issued Certificate of Live Birth or Report of Birth as proof of filiation; and
6. Valid Identification Cards (at least one) of the minor applicant and the accompanying adult.

#### **Supporting Documents for Minor Renewal 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:

##### **In case of a Lost VALID ePassport**

- Police Report in English (It must be filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.);
- Notarized Affidavit of Loss in English (It must be signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.) (RMB 190); and
- Loss Passport Fee: RMB 1,140.

*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 or Report of 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.*

##### **In case of Lost EXPIRED ePassport**

- Police Report in English (It must be filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.);
- Notarized Affidavit of Loss in English (It must be signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.) RMB 190;
- Loss Passport Fee: RMB 1,140.

*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 or Report of 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.*



**In case of renewal of a frequently Lost Passport**

- Police Report in English (filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application);
- Notarized Affidavit of Loss in English (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application) (RMB 190); and
- Loss Passport Fee: RMB 1,140.

*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 or Report of 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.*

**In case passport has been mutilated or damaged**

- Notarized Affidavit of Explanation (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application) (RMB 190); and
- Passport Fee: RMB 1,140.

*Note: On top of the requirements above, the PSA-issued Certificate of Live Birth or Report of 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.*

**In case of marital minor applicant (with Married Parents as stated in the minor applicant's PSA Certificate of Live Birth or Report of Birth)**

- Valid Philippine passport or other competent proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity;
- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and
- If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

**In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA Certificate of Live Birth or Report of Birth)**

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and
- Passport or Valid Government issued ID of authorized adult companion





**In case applicant is not accompanied by the parent/s during the application process**

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.

**If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:**

- Personal Appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);
- Passport or Valid Government issued ID of biological father and legal guardian

**In the absence of father, the following may accompany the minor child in the order indicated:**

- Surviving grandparent (submission of PSA Certificate of Death of Mother;
- Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);
- The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

**If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:**

- Personal Appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate
- Valid Passport or valid government ID\* of adult guardian
- Letter of Guardianship issued by Family Court

**In case none of the above can accompany the minor applicant**

- In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and
- In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.

**In case of Minor Foundlings in the Philippines not for Adoption**

1. Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Foundling;
3. Letter of Guardianship issued by the Family Court; and
4. Valid ID of the guardian.





**In case of Minor Applicant who is a Prospective Adoptee for Domestic Adoption**

1. Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;
3. Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;
4. Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and
5. Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of the minor applicant and must include a copy of valid government-issued ID and/or passport.

*Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in the application process and must include a copy of valid government-issued ID and/or passport.*

**In cases of Minor Applicant who is an Adoptee through Domestic Adoption**

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
3. Passports or other competent proofs of identity of the minor applicant, adoptive parent/s or authorized adult companion; and
4. Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

**In case of Minor Applicant who is a Prospective Adoptee for Foreign Adoption**

1. PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
2. Endorsement from NACC;
3. Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
4. Placement Authority issued by NACC;
5. Certificate for Issuance of Passport issued by NACC;
6. Travel Clearance Certificate for adoptee;
7. Child Study Report; and
8. Clearance for Intercountry Adoption.

**In case of Minor Applicant who is an Adoptee through Foreign Adoption**

1. Personal Appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth, Report of Birth;
3. Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
4. Certified True Copy of Court Decree of Adoption.



### **BASIC REQUIREMENTS FOR MINOR RENEWAL (NON-ePASSPORT) APPLICATIONS**

(Brown, Green, Machine Readable (Maroon) Passports or any older Passports)

1. Confirmed Online Appointment
2. Accomplished Application Form;
3. Personal Appearance of minor applicant and either parent or authorized adult companion;
  - The accompanying adult companion shall submit supporting documents depending on the case of the minor. The list can be found below.
4. Current Non-ePassport **with photocopy of data page:**
5. PSA-issued Certificate of Live Birth as proof of filiation; and
6. Valid Identification Cards (at least one) of the minor applicant and the accompanying adult.

### **Supporting Documents for Minor 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.*

#### **In case of Lost EXPIRED NON-ePassport**

- Police Report in English (It must be filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.);
- Notarized Affidavit of Loss in English (It must be signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application. Original and photocopy required.) (RMB 190); and
- Loss Passport Fee : RMB 684.

*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.*

#### **Additional Requirements for renewal of Frequently Lost Passport**

- Police Report in English (filed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application);
- Notarized Affidavit of Loss in English (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application) (RMB 190); and
- Loss Passport Fee : RMB 684.



*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.*

**In case passport has been mutilated or damaged**

- Notarized Affidavit of Explanation (signed by parent/s, legal guardian or person authorized by parent/s who will accompany the minor applicant on the day of application) (RMB 190); and
- Passport Fee : RMB 456.

*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.*

**In case of marital minor applicant (with Married Parents as stated in the minor applicant's PSA Certificate of Live Birth)**

- Valid Philippine passport or other competent proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity;
- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and
- If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

**In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA Certificate of Live Birth)**

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and
- Passport or Valid Government issued ID of authorized adult companion

**In case applicant is not accompanied by the parent/s during the application process**

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion; and
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.



<p><b>If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:</b></p> <ul style="list-style-type: none"> <li>● Personal Appearance of minor applicant and biological father;</li> <li>● PSA-issued Certificate of Death or Report of Death of Mother;</li> <li>● PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);</li> <li>● Passport or Valid Government issued ID of biological father and legal guardian</li> </ul> <p><b>In the absence of father, the following may accompany the minor child in the order indicated:</b></p> <ul style="list-style-type: none"> <li>● Surviving grandparent (submission of PSA Certificate of Death of Mother;</li> <li>● Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);</li> <li>● The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)</li> </ul> <p><b>If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:</b></p> <ul style="list-style-type: none"> <li>● Personal Appearance of minor applicant and court-appointed legal guardian</li> <li>● PSA Birth Certificate</li> <li>● Valid Passport or valid government ID* of adult guardian (click here for the List of Acceptable IDs for Passport Application)</li> <li>● Letter of Guardianship issued by Family Court</li> </ul> <p><b>In case none of the above can accompany the minor applicant</b></p> <ul style="list-style-type: none"> <li>● In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. In case of conflicting claims for custody, a court order shall be required; and</li> <li>● In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.</li> </ul> <p><b>In case of Minor Foundlings in the Philippines not for Adoption</b></p> <ol style="list-style-type: none"> <li>1. Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;</li> <li>2. PSA-issued Certificate of Foundling;</li> <li>3. Letter of Guardianship issued by the Family Court; and</li> <li>4. Valid ID of the guardian.</li> </ol> <p><b>In case of Minor Applicant who is a Prospective Adoptee for Domestic Adoption</b></p> <ol style="list-style-type: none"> <li>1. Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;</li> <li>2. PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;</li> <li>3. Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;</li> </ol>	
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4. Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and
5. Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of the minor applicant and must include a copy of valid government-issued ID and/or passport.

*Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in the application process and must include a copy of valid government-issued ID and/or passport.*

**In cases of Minor Applicant who is an Adoptee through Domestic Adoption**

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
3. Passports or other competent proofs of identity of the minor applicant, adoptive parent/s or authorized adult companion; and
4. Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

**In case of Minor Applicant who is a Prospective Adoptee for Foreign Adoption**

1. PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
2. Endorsement from NACC;
3. Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
4. Placement Authority issued by NACC;
5. Certificate for Issuance of Passport issued by NACC;
6. Travel Clearance Certificate for adoptee;
7. Child Study Report; and
8. Clearance for Intercountry Adoption.

**In case of Minor Applicant who is an Adoptee through Foreign Adoption**

1. Personal Appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth, Report of Birth;
3. Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
4. Certified True Copy of Court Decree of Adoption.



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>STEP 1: PROCESSING</b></p> <p><b>1.1</b> Accomplishes the ePassport application form;</p> <p><b>1.2</b> Submits application forms and documentary requirements at the front desk; and</p> <p><b>1.3</b> Answers the question(s) of the Consular Assistant truthfully.</p>	<p>Applicants with appointments may be given priority;</p> <p>Reviews the information provided by the applicant and the entries on the applicant's ePassport application; and</p> <p>Receives and verifies the submitted supporting documents in some case (includes first-time passport applicants, lost/mutilated passport, and changes in any passport entry, among others).</p>	<p>New or Renewal of ePassport: CNY 456.00</p> <p>Replacement of Lost/Mutilated ePassport: CNY 1,140.00</p> <p>Other Transaction Fees:</p> <p>Notarized Affidavit of Loss/Mutilation of Passport: CNY 190.00</p> <p>Expedite fee for notarization: CNY 76.00</p>	20 minutes	Consular Assistant
<p><b>STEP 2: PAYMENT</b></p> <p>Pays the corresponding visa fee</p>	Accepts payment and issues official receipt.		3 minutes	Collecting Officer
<p><b>STEP 3: ENCODING</b></p> <p><b>3.1</b> Proceeds to ePassport Encoding Area;</p> <p><b>3.2</b> Follows instructions for data encoding and capture of biometric information (photo, signature and fingerprinting);</p>	<p>Checks the official receipt issued to the client;</p> <p>Encodes data and captures biometric data;</p>		15 minutes	Consular Assistant



<p><b>STEP 4: RELEASING FOR PERSONAL CLAIMS:</b> Proceeds/returns to the Embassy, presents his/her original old passport for cancellation and receives his/her new passport.</p> <p><b>FOR CLAIMS VIA COURIER SERVICE:</b> Sends old passport via courier for cancellation and arranges for pick-up his/her new passport.</p>	<p>Notifies the applicant of the availability of the ePassport; and</p> <p>Cancels the old passport and releases the new passport to the applicant or dispatches the new passport for courier service.</p>		<p>It may take 4-6 weeks for ePassport to arrive at Post.</p>	<p>Consular Assistant</p>
<p><b>STEP 1: PROCESSING</b></p> <p><b>1.1</b> Accomplishes the ePassport application form;</p> <p><b>1.2</b> Submits application forms and documentary requirements at the front desk; and</p> <p><b>1.3</b> Answers the question(s) of the Consular Assistant truthfully.</p>	<p>Applicants with appointments may be given priority;</p> <p>Reviews the information provided by the applicant and the entries on the applicant's ePassport application; and</p> <p>Receives and verifies the submitted supporting documents in some case (includes first-time passport applicants, lost/mutilated passport, and changes in any passport entry, among others).</p>	<p>New or Renewal of ePassport: CNY 456.00</p> <p>Replacement of Lost/Mutilated ePassport: CNY 1,140.00</p> <p>Other Transaction Fees:</p> <p>Notarized Affidavit of Loss/Mutilation of Passport: CNY 190.00</p> <p>Expedite fee for notarization: CNY 76.00</p>	<p>20 minutes</p>	<p>Consular Assistant</p>



**Service Name: Civil Registry Records (Reports of Birth/Marriage/Death), Issuance of Consular Mortuary Certificate**

<b>Office or Division:</b>	Consular Section
<b>Classification:</b>	Consular Service
<b>Type of Transaction:</b>	Report of Vital Events
<b>Who may avail:</b>	Filipino nationals from regions under Post's consular jurisdictions

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p><b><u>Report of Birth (ROB)</u></b></p> <p><b>Present original documents and submit five (5) photocopies of each</b> (kindly collate and arrange into sets of 5 according to the order of documents below):</p> <ol style="list-style-type: none"> <li>1. Report of Birth Form (FA Form No. 40/ Rev. 01 24 April 2018)               <ol style="list-style-type: none"> <li>a. Five (5) forms should be printed in A4 paper, originally filled out and <b>item 20</b> should be <b>notarized</b> by the notary public.</li> <li>b. Entries must be <b><u>TYPEWRITTEN OR PRINTED LEGIBLY</u></b>.</li> <li>c. Entries must be <b><u>at the time of birth of the child/subject</u></b>.</li> </ol> </li> <li>2. The Foreign Birth Certificate (BC) should first be notarized and then authenticated by the Chinese Ministry of Foreign Affairs.               <ol style="list-style-type: none"> <li>a. For birth certificates not in English language, kindly submit an official English translation</li> </ol> </li> <li>3. First passport or Travel Document of the Child/Subject               <ol style="list-style-type: none"> <li>a. Photocopies of bio data pages</li> <li>b. In case of unavailability, execute an <b><u>Affidavit of Non-submission of Document</u></b> and attach a copy valid/recent passport or any valid ID.</li> </ol> </li> <li>4. Authenticated Marriage Certificate of Parents from the Philippine Statistics Authority (PSA) / Report of Marriage / Foreign Marriage Contract</li> </ol> <p>For <b><u>unmarried</u></b> parents:</p> <ol style="list-style-type: none"> <li>a. If child/subject is using the surname of the father, kindly submit an <b><u>Affidavit to Use the Surname of the Father (AUSF)</u></b> to be executed by the <b>mother</b> and <b><u>Affidavit of Acknowledgement of Paternity</u></b> to be executed by the <b>father</b>. If the two (2) affidavits will be executed in the Philippines, these should be registered first as Legal Instruments at the Local Civil Registry Office of the place of execution and authenticated by the</li> </ol>	<p>Forms are downloadable online (<a href="https://consular.dfa.gov.ph/">https://consular.dfa.gov.ph/</a>).</p>





DFA. If executed abroad, these should be registered first at the Foreign Service Post (FSP) of the country of residence of the parent(s) or at the FSP nearest the place of residence.

- b. If child/subject is using the surname of the mother, kindly submit the **Birth Certificate of the mother**.

NOTE: Both the AAP/PHI and AUSF should be prepared in four (4) copies.

5. Passport of Parents (valid at the time of the birth of the child) + current/valid passports of both parents
  - a. Photocopies of bio data pages
  - b. In case of unavailability, execute an **Affidavit of Non-submission of Document** and attach a copy valid/recent passport or any valid ID [(i.e. Green card or permanent resident card, copy of visa (*at the time of birth of the child*), working permit if working abroad at the time of birth of the child]
  - c. If Filipino parent/s had acquired foreign citizenship (i.e. American, Australian, British or Canadian) and re-acquired Philippine citizenship, submit **certificate of naturalization of parents and re-acquisition certificates of parents and of the child**. If the child is 18 years old and above at the time of parent's re-acquisition of Philippine citizenship, submit an **Identification Certificate** for Filipino citizen issued by the Bureau of Immigration.
6. Five (5) recent passport size photos of the child/subject
7. Notarized Affidavit of Delayed Registration [*required only for children/subjects who are more than one (1) year old*]
8. Notarized Affidavit of Two (2) Disinterested Persons [*required only for children/subjects who are more than one (1) year old*]
9. Negative Certification of Birth Record from the PSA (CRS Form No. 1)

**\*Note: Upon evaluation, additional documents may be required by the evaluating desk officer from the applicant to determine the citizenship, identity or eligibility of the child for registration of birth under the Philippine law.**

**Report of Marriage (ROM)**

**Present original documents and submit five (5) photocopies of each**

(kindly collate and arrange into sets of 5 according to the order of documents below):

1. Report of Marriage Form (Form Rev. 01 24 April 2018)
  - Five (5) forms should be printed in A4 paper, originally filled out and **item 20** should be **notarized** by the notary public.
  - Entries must be **TYPEWRITTEN OR PRINTED LEGIBLY**
  - Entries must be **at the time of marriage of the spouses/subject**
2. Foreign Marriage Certificate (MC), notarized then apostillized by the Ministry of Foreign Affairs of the PRC
  - For marriage certificates not in English language, kindly submit an official English translation
3. Birth Certificate of both parties
  - For **Filipino Nationals** - Authenticated Birth Certificate from the PSA or Report of Birth

Forms are downloadable online  
([www.dfa.gov.ph/download](http://www.dfa.gov.ph/download))



- For **Foreign Nationals** – Apostilled Birth Certificate issued by the country of birth with official English translation
- 4. Passports of both parties valid at the time of marriage **and** current/valid passport of both parties
  - a. Photocopies of data pages
  - b. In case of unavailability, execute an **Affidavit of Non-submission of Document** and attach a copy valid/recent passport or any valid ID.
- 5. Five (5) recent passport size photos of both parties
- 6. Notarized Affidavit of Delayed Registration *[required only for applicants who are married for more than one (1) year]*
- 7. Notarized Affidavit of Two (2) Disinterested Persons *[required only for applicants who are married for more than one (1) year]*
- 8. Negative Certification of Marriage Record from the PSA (CRS Form No. 3)

**Reminders:**

For **Annulled or Legally Separated Filipino Spouse** - submit copy of DFA Authenticated Marriage Contract issued by the PSA with proper annotation;

For **Divorced Filipino Spouse** who has no marriage in PSA - submit copy of Divorced Decree / Certificate validated by the Regional Trial Court nearest the spouse's place of residence in the Philippines;

For **Widowed Filipino Spouse** - submit Death Certificate issued by PSA or foreign death certificate of previous spouse;

For **Divorced, Annulled or Legally Separated Foreign Spouse** - submit copy of foreign decree / decision;

For **Widowed Foreign Spouse** - submit Death Certificate of previous spouse.

*\*Note: Upon evaluation, additional documents may be required by the evaluating desk officer from the applicant on the requirements to determine the citizenship, identity or eligibility of the spouses for registration of marriage under the Philippine law.*

**Report of Death (ROD)**

**Requirements:**

**Present original documents and submit four (4) photocopies of each**

(kindly collate and arrange into sets of 4 according to the order of documents below):

1. Report of Death Form to be filled out personally by the informant;
2. Notarized and Authenticated Death Certificate;
3. Original and photocopy of the passport of the deceased;
4. Authenticated Antiseptic Certification of Corpse;
5. Authenticated Application of Entry/Exit Corpse/Coffin With Corpse/Human;
6. Authenticated Encoffining Certification of Entry/Exit Corpse/Coffin With Corpse/Human Remains;



7. Original Foreign Death Certificate;				
<p><b>*Note: Upon evaluation, additional documents may be required by the evaluating desk officer from the applicant on the requirements to determine the citizenship, identity or eligibility of the deceased for registration of death under the Philippine law.</b></p> <p><b>Note:</b> (For the issuance of a Consular Mortuary Certificate, flight details of the deceased must be submitted to the Consular Officer).</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p><b>STEP 1: PROCESSING (SUBMISSION &amp; EVALUATION OF DOCUMENTS)</b></p> <p><b>1.1</b> Submits ROB/ROM/ROD form and documentary requirements at the front desk;</p> <p><b>1.2</b> To review the data/information on the prepared form and sign on the blank provided for his/her/the parties signature/s; and</p> <p><b>1.3</b> Applicant or authorized representative to take note of the scheduled release date;</p> <p><b>*FOR CONSULAR MORTUARY CERTIFICATE issuance, the following documents must be submitted:</b></p> <p><b>1.3.1</b> Report of Death (ROD) to be filled out personally by the informant</p> <p><b>1.3.2</b> Foreign Death Certificate</p> <p><b>1.3.3</b> The Mortuary Certificate (MC) issued by the Ministry of health should be notarized and then apostilled by the Chinese Ministry of Foreign Affairs</p>	<p>Applicants with appointments are prioritized;</p> <p>Receives the client's typewritten ROB/ROM/ROD form and the documentary requirements;</p> <p>Assesses and evaluates the completeness and authenticity of the applicant's documents;</p> <p>Attends to the client while the latter is reviewing the data/information on the form;</p> <p>If corrections are needed, edits the document and prints the final copy;</p> <p>For RODs, prepares Consular Mortuary Certificate (CMC); and</p> <p>Informs client that copies of the documents shall be forwarded to DFA for onward transmittal to the PSA.</p>	<p>ROB/ROM/ROD - CNY 190.00</p> <p>Affidavit of Admission of Paternity CNY 190.00</p> <p>Affidavit on the Use of Surname CNY 190.00</p> <p>Consular Mortuary Certificate (CMC) CNY - 190.00</p>	<p>15-30 minutes</p>	<p>Consular Assistant</p>



<p><b>1.3.4</b> Transit permit issued by the proper health authority at the place where transportation begins</p> <p><b>1.3.5</b> Original and photocopy of the passport of the deceased</p> <p>Note: For CMC, the flight details of deceased must be submitted.</p>				
<p><b>STEP 2: PAYMENT</b> Pays the corresponding visa fee.</p>	<p>Accepts payment and issues official receipt</p>		<p>5-10 minutes</p>	<p>Collecting Officer</p>
<p><b>STEP 3: RELEASING OF INFORMANT'S COPY</b>  Presents official receipt</p>	<p>Releases to the client the copy of his/her civil registry record;</p> <p>Transmits to DFA Manila for onward transmittal to the Philippine Statistics Authority (PSA); and</p> <p>In case of repatriation of remains, issues a CMC for repatriation of the remains of the deceased Filipino national.</p>		<p>15-30 minutes</p>	<p>Consular Assistant</p>



**Service Name: Notarization of Documents**

<b>Office or Division:</b>		Consular Section		
<b>Classification:</b>		Consular Service		
<b>Type of Transaction:</b>		Notarization		
<b>Who may avail:</b>		Filipino nationals and foreign nationals with documents for use in the Philippines		
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
<p><b>Notarials/SPA</b></p> <ol style="list-style-type: none"> <li>Affiant's personal appearance;</li> <li>Documents to be notarized; and</li> <li>Passport copy of the affiant.</li> </ol> <p><b>Acknowledgment (Contract)</b></p> <ol style="list-style-type: none"> <li>Personal appearance of the employer or employee;</li> <li>Two (2) sets of prescribed POEA Employment Contract;</li> <li>Two (2) copies of Passport of employee/employer;</li> <li>Copy of the National ID of employer; and</li> <li>Business License with (English translation)</li> </ol>			<p>Applicant</p> <p>Employee/Employer/Company</p>	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<p><b>STEP 1: PROCESSING</b></p> <p><b>1.1</b> Submits application and documentary requirements at the front desk; and</p> <p><b>1.2</b> Applicant or authorized representative to take note of the scheduled release date.</p>	<p>Assesses and evaluates the documents;</p> <p>Documents for Notarization – Establishes the identity of the applicant</p>	<p>For regular processing (1 day processing) - CNY 190.00</p>	<p>5 minutes</p>	<p>Consular Assistant</p>



	Note: Affiant's personal appearance is required for notarization/ acknowledgment	Overtime Processing CNY 76.00		
<b>STEP 2: PAYMENT</b>  Pays the corresponding visa fee.	Accepts payment and issues official receipt.		3 minutes	Collecting Officer
<b>STEP 3: ENCODING</b>  Presents the official receipt.	Receives the official receipt, and retrieves the document to be claimed;  Requests the applicant to check the accuracy of the entries in his/her document;		3 minutes	Consular Assistant



## FEEDBACK AND COMPLAINTS MECHANISM

<b>How to send feedback</b>	<ul style="list-style-type: none"> <li>• Fill out the Client Feedback Form distributed by the Consular Officer;</li> <li>• Drop accomplished form at the designated box located at the Consular Section or return the same to the Consular Officer/Assistant.</li> </ul>
<b>How to file a complaint</b>	<p>Complaints may also be sent via email: <a href="mailto:beijing.pe@dfa.gov.ph">beijing.pe@dfa.gov.ph</a>, <a href="mailto:beijingpe.consular@dfa.gov.ph">beijingpe.consular@dfa.gov.ph</a> or through the Client Feedback Form</p> <p><b>Kindly provide the following information:</b></p> <ul style="list-style-type: none"> <li>• Full name of the person who is the subject of the complaint</li> <li>• Incident</li> <li>• Evidence</li> </ul>
<b>Contact Information of CCB, PCC, ARTA</b>	<p><b>The CSC Contact Center ng Bayan (CCB) may be reached via the following platforms:</b></p> <ul style="list-style-type: none"> <li>• Hotline: 1-6565 accessible via PLDT and Smart landlines nationwide in the Philippines</li> <li>• SMS/Text Access: (+63)908-8816565</li> <li>• Email: <a href="mailto:email@contactcenterngbayan.gov.ph">email@contactcenterngbayan.gov.ph</a></li> <li>• Website: <a href="http://www.contactcenterngbayan.gov.ph">www.contactcenterngbayan.gov.ph</a></li> <li>• Facebook page: <a href="https://www.facebook.com/contactcenterngbayan">www.facebook.com/ contactcenterngbayan</a></li> <li>• <b>Presidential Complaints Center:</b> 8888 (calling from the Philippines)             <ul style="list-style-type: none"> <li>• Email: <a href="mailto:pcc@malacañang.gov.ph">pcc@malacañang.gov.ph</a></li> </ul> </li> <li>• <b>Anti-Red Tape Authority:</b> (+632)8478-5091/ 8478-5099</li> </ul>



LIST OF OFFICES		
Office	Address	Contact Information
Philippine Embassy Trunkline	No. 23 Xiu Shui Bei Jie, Jianguomenwai, Beijing, China	(010)6532-1872/ 6532-2451
Political Section		Extension 122
Economic Section		Extension 114
Administrative Section		Extension 136
Consular Section (Visa Services)		Extension - 117 and 128
Consular Section (Passport, Reports of Vital Events & Notarials)		Extension - 125