

## BASIC REQUIREMENTS FOR ADULT RENEWAL (ELECTRONIC PASSPORT) APPLICATIONS

1. Confirmed Online Appointment (<https://www.passport.gov.ph/>);
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 (with one photocopy):
  - Certificate of Marriage if married women will use spouse's surname;
  - Annotated Certificate of Live Birth if with corrected entries;
  - Annotated Certificate of Marriage to show annulment/divorce/court ordered instruction; and/or
  - Certificate of Death of Spouse if married women will revert to the use of maiden name
6. BD25 (cash)

*Note: If a woman opts to retain maiden name, a PSA-issued Certificate 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.*

### For Damaged or Mutilated Passports

- Notarized Affidavit of Explanation (BD72.380);
- PSA-issued Certificate of Live Birth;
- Any of the following valid identification cards with one (1) photocopy.

### For Dual Citizen Passport Applicants

#### 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

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3. Valid government-issued ID or their secondary citizenship/residence counterparts.

### **For Naturalized Citizen Passport Applicants**

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.

### **For Applicants who are Filipino Citizens 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**

- **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 (BD10.340);
  - Latest-issued Philippine passport or travel document; and

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- Any existing government-issued valid ID accepted for passport application reflecting the maiden name.

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