

BASIC REQUIREMENTS FOR LOST PASSPORT RENEWAL 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

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 Lost VALID and EXPIRED Passports

- Copy of lost passport (if available);
- Police Report (with English translation, if applicable);
- Notarized Affidavit of Loss;
- BD72.380 (cash).

Note: For applicants who have copies of their lost ePassports, the PSA-issued Certificate of Live Birth and valid ID will not be required. However, additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.

For Renewal of a Frequently Lost Passport

- Police Report (with English translation, if applicable);
- Notarized Affidavit of Loss; and
- BD72.380 (cash).

Note: If a photocopy of the applicant's latest issued passport is not available, on top of

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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.

For Applicants with Unclaimed Passports

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;

- Certificate of Unclaimed Passport;
- Notarized Affidavit of Explanation (BD10.340);

Additional supporting documents may be required, as necessary to ascertain citizenship, identity and lack of travel restrictions.

In Case Applicant Presented a one-way Travel Document/Travel Certificate for Passport Application

- Original Travel Document; and
- Notarized Affidavit of Explanation (BD10.340).

Additional supporting documents may be required, as necessary to ascertain citizenship, identity and travel restrictions.

In Case Applicant Lost the one-way Latest-Issued Travel Document/Travel Certificate

- Travel Records from Bureau of Immigration or Travel History or records of arrival from the immigration authority of the host country;
- PSA-issued Certificate of Live Birth or PSA Report of Birth;
- Any of the following valid identification cards with one (1) photocopy
- Notarized Affidavit of Explanation (BD10.340).

Additional supporting documents may be required, as necessary to ascertain citizenship, identity and travel restrictions.