

**Department Order No. 03-2019**  
**DOCUMENTARY REQUIREMENTS FOR THE RENEWAL OF REGULAR PASSPORTS**



WHEREAS, the constitutional right to travel of each Filipino cannot be impaired, except in the interest of national security, public safety or public health, as may be provided by law;

WHEREAS, Republic Act No. 8239 otherwise known as the “Philippine Passport Act of 1996” imposes only minimum documentary requirements for the application and issuance of regular passports and other travel documents;

WHEREAS, Section 7 of the Implementing Rules and Regulations (IRR) of the Passport Act does not require the presentation or submission of birth certificates in the renewal of passports, and instead requires only the submission of a duly accomplished application form and the old passport unless there is a change in the status of the applicant (e.g., marriage, dual citizenship) or change in the passport entries (e.g., change in surname);

WHEREAS, the Department recognizes the need to enhance the convenience of and unburden the public and passport applicants from unnecessary requirements for the renewal of their passports;

NOW, THEREFORE, the following are hereby ordered:

**Section 1.** The presentation of birth certificate in the application for the renewal of passport shall not be required.

**Section 2.** This order shall cover only regular renewals of passports and shall not cover the following cases where birth certificates issued by the Philippine Statistics Authority shall still be required:

- a. First-time passport applications;
- b. Renewal applications for lost and mutilated passports;
- c. Renewal applications requiring changes in the passport entries;
- d. Renewal applications of old brown and green passports bearing no complete middle name;
- e. Applicants included in the Department's Watchlist

**Section 3.** For the abovementioned exceptions, the application requirements existing under the Passport Act, IRR, and other existing relevant circulars shall remain. Foreign Service Posts and Consular Offices may require additional documents to ascertain the Philippine citizenship of passport applicants or proof of filiation for minors.

**Section 4.** All Department issuances or parts thereof inconsistent with the provisions of this order are hereby repealed or amended accordingly.

**Section 5.** This Department Order shall take effect fifteen (15) days from the date of the filing thereof with the Office of the National Administrative Register (ONAR) of the UP Law Center.

Signed this 15<sup>th</sup> day of January in the year 2019, at the Department of Foreign Affairs, Pasay City.

**TEODORO L. LOCSIN JR.**

Secretary of Foreign Affairs