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. Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth on Security Paper;
    - Local Civil Registrar Copy is required if PSA-issued documents are not clear or cannot be read.
5. Original and photocopy of valid Identification Cards (at least one) of the minor applicant and the accompanying adult.

    Additional requirements may be required, please refer to the section below.

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:

A. In case applicant is a newborn (less than 1 year old) and has No PSA Birth Certificate/Report of Birth yet

    - If born in the Philippines: Original and photocopy of the Certified True Copy (CTC) of Local Civil Registrar (LCR) Birth Certificate authenticated by the PSA
    - If born abroad: Original and photocopy of the Report of Birth or first indorsement from the DFA's Consular Records Division (CRD)
    - If the birth has not been reported yet: Submit a Report of Birth

B. In case the minor applicant's PSA-issued Certificate of Live Birth was registered one (1) year after the event, the applicant must submit original and photocopy of at least one (1) of the following supporting documents:

    - School Records; or
    - Baby book or health record or its equivalent document.

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

1. 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;
2. 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
3. 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.

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

1. Only the mother applicant shall accompany the minor applicant in the passport application process;
2. A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant; and
3. Passport or Valid Government issued ID of authorized adult companion

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

1. 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;
2. Passport or Valid Government issued ID of authorized adult companion; and
3. Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached

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

1. Personal Appearance of minor applicant and biological father;

2. Original and photocopy of PSA-issued Certificate of Death or Report of Death of Mother;
3. Original and photocopy of PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate); and
4. Original and photocopy of the passport or a valid government issued ID of the biological father and the legal guardian.

G. <u>In the absence of father, the following may accompany the minor child in the order indicated:</u>

1. Surviving grandparent (submission of PSA Certificate of Death of Mother)
2. 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)
3. The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

H. <u>If the applicant is a non-marital minor and mother is deceased/absent and father is unknown</u>

1. Personal Appearance of minor applicant and court-appointed legal guardian
2. Original and photocopy of PSA Birth Certificate
3. Original and photocopy of the valid passport or a valid government ID of the adult guardian
4. Original and photocopy of the Letter of Guardianship issued by Family Court

I. <u>In case none of the above can accompany the minor applicant</u>

- 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.

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

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

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

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