Basic Requirements for Minor Renewal (non-ePassport) Applications (Brown, Green, Machine Readable (Maroon) Passports or any older Passports)

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
    a. 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 as proof of filiation; and
6. 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 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.

A. In case of a Lost EXPIRED ePassport

    1. 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.);
    2. 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.); and
    3. Replacement Fee: CHF 90.00.

    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 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.

B. In case of renewal of a frequently Lost Passport

1. 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);
2. 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); and
3. Replacement Fee: CHF 90.00.

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 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.

C. In case passport has been mutilated or damaged

1. 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); and
2. Replacement Fee: CHF 90.00.

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.

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

1. Original and photocopy of the 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.

E. 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. Original and photocopy of the passport or a valid government issued ID of the authorized adult companion

F. 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. Original and photocopy of the passport or a 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.

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

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

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)

I. <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 the 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

J. <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.

K. <u>In case of Minor Applicant who is an Adoptee through Domestic Adoption</u>

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, 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.

L. <u>In case of Minor Applicant who is an Adoptee through Foreign Adoption</u>

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 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.