Philippine Embassy
Berne, Switzerland
CHECKLIST FOR CONSULAR SERVICES (as of 16 August 2022)

NAME OF APPLICANT:

Contact Number and Email:

E-PASSPORT

***Passport appointment must be secured from the Global Online Appointment System: https://www.passport.gov.ph. Before doing so, prepare all the documentary requirements listed below.**

****Documents must have 1 original and 1 photocopy and should be submitted, accordingly. Securing an appointment slot via GOAS does NOT mean waiver of the required supporting documents for passport applications.***

****Since March 2020, consular clients appearing at the Embassy must have confirmed appointments. They must arrive not more than five (5) minutes before their confirmed appointment schedule. The Embassy will not entertain consular clients without confirmed appointments on the day of their visit.***

	A. GENERAL REQUIREMENTS	**Check (✓) to confirm understanding / availability for submission**
1	**Personal appearance**. For biometrics (i.e. photo-capture), ***the applicant is reminded of the following:*** a. No wearing of any accessories (necklace, earrings nor rings in the other parts of the face) b. No wearing of eyeglasses or colored contact lenses c. Ears should not be covered d. Wear clothes with collar and sleeves e. No heavy make up	
2	***ePassport Application Form generated from the Global Online Appointment System (GOAS)*** - https://www.passport.gov.ph *Check the email you used to get your appointment through GOAS. Download the form and bring it to the Embassy on the day of your appointment.* *For queries on GOAS (e.g., appointment confirmation, errors in encoding, cancellation/rebooking of appointments), please email the GOAS Team in Manila. GOAS is managed by the Department of Foreign Affairs (DFA) in the Philippines.*	
3	Philippine passport (latest; original and photocopy of the personal data page)	

4	For applicants who reacquired Philippine citizenship under Republic Act No. 9225 of 2003, (Philippine Citizenship Retention and Reacquisition Act), Original or Certified True Copy (CTC) of the documents issued under RA 9225. For applicants who failed to bring a copy the required RA 9225 documents on the day of their appointment, the Embassy can issue a CTC of the said documents ***only*** if they filed their petition at the Embassy. Otherwise, their application cannot be given due course. Applicants who have not reacquired their Philippine citizenship cannot be issued a Philippine passport. Please view: https://bernepe.dfa.gov.ph/sample-sites/philippine-citizenship for more information.	
5	Valid Identification Card / Work Permit (original and photocopy)	
6	**Fees**: a. **CHF60.00** - Renewal/First-time application b. **CHF90.00** - Replacement of lost/damaged MRRP (green) or MRP (maroon) passports c. **CHF150.00** - Replacement of lost/damaged ePassport (dark maroon) d. **CHF25.00** - Certified True Copy (CTC) of the required document/s (The Embassy can only CTC documents that it issued.) e. **CHF25.00** - Affidavit of Loss/Explanation (if lost) f. **CHF25.00** - Affidavit of Mutilation/Destruction (https://bernepe.dfa.gov.ph/images/pdf/Affidavit%20of%20Destruction%20or%20Mutilation.pdf)	
7	Self-addressed envelope with postal stamps worth CHF6.50 (minimum, for registered mail) for the return of the document. Please ensure that the envelope size is appropriate for the documents to be returned. *Cost of stamps for registered mail may vary depending on the weight of the documents and destination of mail. Please secure the needed stamps from the Post Office.*	
B. RENEWAL OF VALID / CURRENT / EXPIRING / EXPIRED PASSPORT		**Check (✓) to confirm availability for submission**
1	General Requirements (Item A)	
2	Philippine Statistics Authority (PSA)-authenticated Birth Certificate (BC, if born in the Philippines) or PSA-authenticated Report of Birth (ROB, if born abroad) - for applicants whose current Philippine passport is still not an ePassport Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
3	PSA-authenticated Birth Certificate and/or Marriage Certificate (BC and/or MC, if born and/or married in the Philippines) or PSA-authenticated Report of Birth and/or Report of Marriage (ROB and/or ROM, if born and/or married abroad) with the PSA annotation regarding the amendment/correction made - for applicants with amendment/s in their registration details (e.g., spelling of the Given/Maiden/Surname, or birth). Please secure a copy of the record/s with annotation from the PSA through: https://www.psaserbilis.com.ph/#! If an annotation has not been made on the original records, please secure the services of a lawyer in the Philippines to undertake this for you.	

4	***For female applicants with change in surname:***	
	Due to marriage -	
	a. PSA-authenticated Marriage Certificate (MC, if married in the Philippines) or PSA-authenticated Report of Marriage (ROM, if married abroad) if adopting husband's the surname (for married women) Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
	Due to death of the husband (with reversion to the Maiden Surname / Surname at birth) -	
	a. PSA-authenticated Death Certificate (if the death occured in the Philippines) or PSA-authenticated Report of Death (if spouse is a Filipino and if the death occured outside of the Philippines), or the b. Death Certificate of the spouse with the Apostille Certificate of the Cantonal Authorities (if the husband is not a Filipino citizen and the death did not occur in the Philippines). The PSA-authenticated birth certificate of female applicant is required in the above cases. Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
	Due to annulment or foreign decree of divorce (with reversion to Maiden Name / Surname at birth) -	
	a. PSA-authenticated Marriage Certificate (MC, if married in the Philippines) or PSA-authenticated Report of Marriage (ROM, if married abroad) with the PSA annotation on the dissolution of marriage by annulment or Judicial Recognition of the foreign decree of divorce by the competent Philippine Court Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
	b. PSA-authenticated Birth Certificate of the female applicant Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
	For applicants with a change in name due to adoption -	
	a. PSA-authenticated Birth Certificates (before, if not sealed by Court, and after adoption) with a PSA-annotation regarding the change in first name and/or surname following the: - Procedures of the Philippine Inter-Country Adoption Board (ICAB) regarding adoption, if the adoption was finalized in the Philippines, or - The Philippine Judicial Recognition of a Foreign Decree of Adoption (if adoption was finalized abroad and judicially recognized in the Philippines by the Competent Philippine Court) Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	

C. FIRST-TIME APPLICATION PASSPORT AND/OR NATURAL BORN FILIPINO WITH FOREIGN CITIZENSHIP AT BIRTH		Check (✓) to confirm availability for submission
1	General Requirements (Item A)	
2	PSA-authenticated Birth Certificate (BC, if born in the Philippines) or PSA-authenticated Report of Birth (ROB, if born abroad). If the birth has not been reported yet, submit ROB. See the requirements for ROB. Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	

D. REPLACEMENT OF LOST / TAMPERED / DAMAGED PASSPORT		Check (✓) to confirm availability for submission
1	General Requirements (Item A)	
2	Affidavit of Loss, narrating the circumstances attentant to the loss of the passport, to be executed at the Embassy (See Notarials) The form can be downloaded from: https://bernepe.dfa.gov.ph/images/pdf/Affidavit%20of%20Loss.pdf	
3	For lost valid passport, submit a Police Report (with translation in English), and Affidavit of Loss *Note: if passport is still valid, a 15-working day clearing period is required before the new passport can be processed. *The report of loss of a valid passport which has been filed at the Embassy can no longer be retracted even if it is eventually found. Said passport reported as lost, when found, should still be presented to the Embassy prior to the issuance of a new ePassport.	
	For lost expired passport, submit an Affidavit of Loss at the Embassy	
4	Photocopy of personal data page of the lost Philippine passport (if available)	
5	PSA-authenticated Birth Certificate (BC, if born in the Philippines) or PSA-authenticated Report of Birth (ROB, if born abroad),original and copy Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
6	PSA-authenticated Marriage Certificate (MC, if married in the Philippines) or PSA-authenticated Report of Marriage (ROM, if married abroad) (for married women only), original and copy Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
7	Secondary documents (i.e., Baptismal Certificate, School Records, other Philippine Government-issued ID), as may be required by the Consular Officer	

E. FOR MINORS		Check (✓) to confirm availability for submission
1	General Requirements (Item A)	
2	PSA-authenticated Birth Certificate (BC, if born in the Philippines) or PSA-authenticated Report of Birth (ROB, if born abroad). If the birth has not been reported yet, submit a Report of Birth. Please see separate requirement for ROB. Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
3	A minor applicant should be accompanied by the Filipino parent. A copy of the personal data page of Filipino parent's valid passport is required.	
F. NATURAL BORN FILIPINO CITIZENS WITH FOREIGN CITIZENSHIP/S		**Check (✓) to confirm availability for submission**
1	General Requirements (Item A)	
	For applicants who acquired foreign citizenship by virtue of naturalization -	
2	For those who acquired foreign citizenship by virture of naturalization, please submit the Oath of Allegiance, Identification Certificate and Oath of Allegiance as a Philippine citizen issued under the Citizenship Retention and Reacquisition of Act of 2003 / RA 9225. A copy of RA 9225 can be viewed/downloaded from: https://legacy.senate.gov.ph/republic_acts/ra%209225.pdf If the applicant has yet to reacquire his/her Philippine citizenship under RA 9225, please refer to requirements under RA 9225 for the petition to reacquire/retain Philippine citizenship. For details, please visit: https://bernepe.dfa.gov.ph/sample-sites/philippine-citizenship	
	For applicants who acquired foreign citizenship by birth -	
3	If foreign citizenship was acquired by birth, please submit PSA-authenticated Birth Certificate, PSA-authenticated Report of Birth (ROB), or the Bureau of Immigration (BI) Certificate of Recognition as a Filipino Citizen. Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#!	
	For applicants who acquired foreign citizenship by adoption -	
4	PSA-authenticated Birth Certificate with annotation of adoption regarding the change in first name and/or surname following the Philippine Inter-Country Adoption Board (ICAB) procedure adoption (if the adoption was finalized in the Philippines) or Philippine Judicial Recognition of a Foreign Decree of Adoption (if adoption was finalized abroad and judicially recognized in the Philippines by the Competent Philippine Court) *or* the PSA-authenticated Birth Certificate that already reflects the adopted surname in the details of the child adopted. To undertake this, please contact the services of a lawyer in the Philippines.	

Note: If Philippine citizenship was acquired by election as a Filipino citizen, please submit proof of election of Philippine citizenship issued by the concerned Philippine authorities.

	G. NATURAL BORN FILIPINO CITIZENS WHO WERE CONFERRED THEIR SWISS CITIZENSHIP BY VIRTUE OF MARRIAGE TO A SWISS CITIZEN (MARRIAGE TO SWISS CITIZENS BEFORE 1 JANUARY 1992)	**Check (✓) to confirm availability for submission**
1	General Requirements (Item A)	
2	PSA-authenticated Marriage Certificate of parents (MC, if married in the Philippines) or PSA-authenticated Report of Marriage (ROM, if the marriage took place outside of the Philippines) filed at /submitted to the Philippine Embassy or Philippine Consulate/Consulate General with Consular jurisdiction over the place the place of marriage. Note: Only marriages between Filipino citizens or between Filipino citizens and Swiss/foreign citizens in Switzerland or in Liechtenstein can be reported at the Philippine Embassy in Switzerland by filing a Report of Marriage. Marriages between Filipino citizens or between Filipino citizens and Swiss/foreign nationals that took place in the Cantons of Geneva and Vaud should be reported to the Philippine Consulate General in Geneva. Please secure a copy of the record/s from the PSA through: https://www.psaserbilis.com.ph/#! If the marriage that took in Switzerland has not been reported yet, submit ROM. See the requirements for ROM.	

**The Embassy does not process applications with incomplete documents. Original and copies are required.*
** The Embassy reserves the right to require additional document/s from the client/s.*
**For clarifications or other concerns regarding passport requirements (excluding GOAS apppointment confirmation, email, technical errors, etc.), please send an email to: bernepe.passport@dfa.gov.ph.*