

## 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
6. BD25 (cash)

*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;
- **BD35.340 (cash) for expired** or **BD72.380 (cash) for valid.**

*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

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- BD72.380 (cash)

*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.*

### **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.*