



DEPARTMENT OF FOREIGN AFFAIRS

INSTRUCTIONS: Please PRINT entries legibly using black or blue ink only. Supply the necessary information and indicate "N/A" for entries with no answers. Tick (✓) boxes as appropriate.

Site: VANCOUVER PCG
Appointment Time: \_\_\_\_\_

Form with sections: CURRENT PASSPORT DETAILS, PASSPORT APPLICANT'S INFORMATION, 1. LAST NAME, 2. FIRST NAME, 3. MIDDLE NAME or MAIDEN LAST NAME, 4. SEX, 5. DATE OF BIRTH, 6. PLACE OF BIRTH, 7. CIVIL STATUS, 8a. HOW DID YOU ACQUIRE PHL CITIZENSHIP?, 8b. DID YOU EVER LOSE YOUR PHL CITIZENSHIP?, 8c. ARE YOU CURRENTLY A CITIZEN OF ANOTHER COUNTRY?, 8d. IF YES, FROM WHAT COUNTRY?, 8e. HAVE YOU SERVED IN ANY FOREIGN MILITARY?, 9a. SPOUSE'S FULL NAME:, 9b. SPOUSE'S CITIZENSHIP, 10a. PRESENT ADDRESS:, 10b. PHILIPPINE ADDRESS:, 11. TELEPHONE/MOBILE NUMBER:, 12. EMAIL ADDRESS:, 13. FATHER'S DETAILS, 14. MOTHER'S DETAILS, OFFICIAL RECEIPT, SERVICE NUMBER, FEE PAID, DATE OF TRANSACTION:

15a. PERSON TO CONTACT IN CASE OF EMERGENCY:	15b. TEL/MOBILE NO. OF PERSON TO NOTIFY:
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**STATUS OF CURRENT PASSPORT**

<p><b>Please choose as applicable:</b></p> <p><input type="checkbox"/> <b>Passport Intact</b></p> <p><input type="checkbox"/> <b>Damaged Passport</b></p> <ul style="list-style-type: none"> <li>• Affidavit of Explanation</li> </ul>	<p><input type="checkbox"/> <b>Lost Valid Passport</b></p> <ul style="list-style-type: none"> <li>• Affidavit of Loss</li> <li>• Police Report or File Number</li> </ul> <p><input type="checkbox"/> <b>Lost Expired Passport</b></p> <ul style="list-style-type: none"> <li>• Affidavit of Explanation</li> </ul>
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**DECLARATION OF APPLICANT**

**I HEREBY DECLARE AND AFFIRM** that **1)** I am a Filipino Citizen. **2)** The information I provided in this application are true and correct. **3)** The supporting documents attached are authentic. **4)** I consent to the verification by the Philippine Government of the information I provided to establish my personal particulars, and further consent to issue its use for any lawful purpose. **5)** I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. **6)** I am aware that under the law, I am allowed to hold only one valid regular Philippine passport at a given time. **7)** I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. **8)** I confirm that all original documents were returned to me. **9)** I understand and accept the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs. **10)** I understand that the Philippine Consulate General shall not be responsible for any loss, expense, or damage to my documents that may be sustained as a result or by reason of the mailing of my passport/documents using the services of Canada Post or my preferred courier. **11)** In case of "Return to Sender", I agree to reimburse the Consulate for the penalty and any expense incurred for the re-mailing.

16. SIGNATURE OVER PRINTED NAME

17. DATE (ex. 01 Jan 2018)

<b>PROCESSOR'S SIGNATURE:</b>	<b>WATCHLIST VERIFICATION:</b>	<b>SIGNATURE OF APPLICANT/REPRESENTATIVE TO RECEIVE:</b>		
		<b>BORROWED PASSPORT</b>	<b>CANCELLED PASSPORT</b>	<b>NEW PASSPORT</b>
<b>REMARKS:</b>		<b>SIGNATURE</b>		
		<b>ENCODER:</b>	<b>SIGNING OFFICER:</b>	

**TO PASSPORT APPLICANT:**

**FOR THE COMPLETE LIST OF THE CORE REQUIREMENTS AND SUPPORTING DOCUMENTS FOR RENEWAL OF PASSPORT APPLICATIONS FOR ADULTS, PLEASE REFER TO PAGE 3 OF FORM NO. 2.**

Filipino citizens are entitled to a Philippine passport. Filipino citizens who have acquired Canadian citizenship are eligible to apply for a Philippine passport AFTER re-acquisition of their Philippine citizenship under RA 9225.

**PERSONAL APPEARANCE IS REQUIRED FOR PASSPORT APPLICATION.**

*Important Reminders: Please come in proper business attire (with collar and sleeves). Applicants will be required to take off their eyeglasses, contact lenses and/or facial piercings during photo, biometrics and data capture. Facial expression should be neutral (no heavy make-up, eyeliner or false eyelashes) with mouth closed. Ears should be made visible and forehead must be cleared (bangs/hair fringes should not cover forehead or touch the eyebrows.)*

**I. CORE REQUIREMENTS FOR RENEWAL OF PASSPORT**

**\*\*PSA/NSO Website: [www.ecensus.com.ph](http://www.ecensus.com.ph)**

- A.** Duly accomplished Application Form No. 2
- B.** Latest Philippine passport, with photocopy of the data page (page showing photo and complete name and details)
- C.** Original and photocopy of one of the following: Valid Permanent Resident Card; Status Verification from IRCC (if PR Card has expired more than two years from date of passport application); Valid Confirmation of Permanent Residency (for newly-landed immigrant), Dual Citizenship Identification Certificate (for RA9225 renewal), or latest valid Canadian Tourist Visa, valid Work Permit, valid Student Permit, whichever is applicable.
- D.** For female applicants who wish to change their surname from maiden to married: **Requirements A, B, C**, plus the following: PSA-issued original copy of Birth Certificate; PSA-issued original Marriage Certificate on Security Paper (if married in the Philippines) or PSA-issued original copy of the Report of Marriage on Security Paper (If married outside of the Philippines). Please provide photocopy of the documents.
- E.** For applicants holding the following: (1) Passports issued on or before 01 May 1995; (2) Machine readable ready Passport (MRRP/Green); (3) Machine Readable Passport (MRP series that starts with "XX"); (4) Passport with incomplete Place of Birth (showing province only): **Requirements A, B, C**, plus the following documents: Original PSA or NSO-issued Birth Certificate/Report of Birth; Original PSA or NSO-issued Marriage Certificate/ Report of Marriage (for married female applicants). Please provide photocopy of the documents.

**II. ADDITIONAL REQUIREMENTS**

In addition to the core requirements, the following supporting documents will be further required in the following cases:

**If an applicant is a Dual Citizen renewing his/her passport:**

- **Requirements A, B; and D or E** (whichever is applicable)
- Original Identification Certificate issued by the Philippine Foreign Service Post (FSP, i.e. Philippine Embassy or Consulate General) or the Bureau of Immigration (BI) and a photocopy

**If an applicant lost his/her VALID e-Passport or Lost EXPIRED Passport, OR replacement of damaged VALID e-Passport: Treated as NEW APPLICATION BUT WILL USE FORM NO. 2**

- **Requirements A and C**
- Police Report in English (for replacement of lost passport);
- Notarized Affidavit of Loss in English (for replacement of lost passport). Affidavit may be accomplished at the Consulate for a separate fee;
- Notarized Affidavit of Explanation (for replacement of damaged passport);
- Original PSA/NSO issued birth certificate. Additionally, for married female applicants, original PSA/NSO issued marriage certificate is also required.
- Photocopy of latest/lost passport, if available

*Please take note that there will be a 15-day verification period prior to the processing of the application for replacement of lost valid passport. Applicant must first submit the passport application form together with the police report and affidavit of loss to commence the 15-day verification period. Applicant will be required to come back to the Consulate for biometric data and photo capture after the said period.*

**If an applicant's marriage has been dissolved and wants to revert to her maiden surname, i.e., change of name from Married to Single:**

- **Due to death of spouse:** Applicant must submit **Requirements A, B, C, D**, plus Death Certificate from PSA/NSO of the deceased husband or Court Order for presumptive death;
- **Due to annulment/divorce (those recognized under Philippine Laws):** Applicant must submit **Requirements A, B, C**, plus the following: PSA/NSO-issued original copy of Birth Certificate in security paper; and original copy of the annotated PSA-issued Marriage Certificate (MC) or Report of Marriage (ROM) stating that the marriage has been dissolved. Alternatively, if annotated MC or ROM from PSA is not yet available, applicant must submit a Certified True Copy of the Court Order dissolving the marriage and a certificate of Finality from the court, duly recognized by a Philippine Court.

**III. PASSPORT RELEASE**

Your new passport will be available approximately 6-8 weeks after date of application. A self-addressed prepaid return envelope (with tracking number) PER APPLICANT must be provided upon submission of passport application. Applicant may secure said prepaid envelope from Canada Post (Xpresspost envelope) or from a courier service of their choice. The Consulate, however, will not assume responsibility for passports/documents that may be lost in the mail.

**IV. PASSPORT FEES and MODE OF PAYMENT**

**Passport application fee: CAN\$ 81.00.**  
**Affidavit of Loss/Destruction of Passport/Explanation fee: CAN\$ 33.75**

**Lost Passport/Damaged Passport application fee:**  
**CAN\$202.50 for lost e-passport**  
**CAN\$121.50 for lost MRP or green/brown passport**

Applicants may pay the exact amount in cash or by money order/bank draft payable to the Philippine Consulate General.

Applicants who apply for passport processing during a Consular Outreach program may pay by: (1) MONEY ORDER (e.g. Postal Money Order), payable to the Philippine Consulate General. (2) BANK DRAFT payable to the Philippine Consulate General. **Please note that personal cheques, debit or credit cards are not accepted.**