



DEPARTMENT OF FOREIGN AFFAIRS

Minors are those below eighteen (18) years of age or those over but unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of physical or mental disability or condition (RA No. 7610).

Site: **VANCOUVER PCG**

Appointment Time: _____

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.

CURRENT PASSPORT DETAILS

PASSPORT NUMBER:	ISSUING AUTHORITY:
DATE OF ISSUE:	DATE OF EXPIRY:
Please choose as applicable: <input type="checkbox"/> Passport Intact <input type="checkbox"/> Damaged Passport • Affidavit of Explanation	
<input type="checkbox"/> Lost Valid Passport • Affidavit of Loss • Police Report or File Number <input type="checkbox"/> Lost Expired Passport • Affidavit of Explanation	

PASSPORT APPLICANT'S INFORMATION

1. LAST NAME																							
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2. FIRST NAME																							
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3. MIDDLE NAME or MAIDEN LAST NAME																							
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4. SEX	5. DATE OF BIRTH (ex. 01 Jan 2018)					6. PLACE OF BIRTH																	
<input type="checkbox"/> MALE	<table border="1" style="width: 20px; height: 20px;"> </table>	<table border="1" style="width: 20px; height: 20px;"> </table>	<table border="1" style="width: 20px; height: 20px;"> </table>	<table border="1" style="width: 20px; height: 20px;"> </table>	<table border="1" style="width: 20px; height: 20px;"> </table>	(For born in PHL: Municipality/City & Province For born outside PHL: Country)																	
<input type="checkbox"/> FEMALE	D D	M M M	Y Y																				
7. PRESENT ADDRESS:																							
8. PHILIPPINE ADDRESS:																							
9. MOBILE PHONE OF PARENT/GUARDIAN:						10. WORK PHONE OF PARENT/GUARDIAN:																	
11. PERSONAL E-MAIL OF PARENT/GUARDIAN:																							

PARENTAL INFORMATION

12. FATHER'S DETAILS	13. MOTHER'S DETAILS (MAIDEN /SINGLE NAME)
Last Name:	Last Name:
First Name:	First Name:
Middle Name:	Middle Name:
Citizenship (at time of applicant's birth)	Citizenship (at time of applicant's birth)

OFFICIAL RECEIPT	SERVICE NUMBER	FEE PAID	DATE OF TRANSACTION:

APPLICANT'S OTHER INFORMATION	
14. HOW DID THE APPLICANT ACQUIRE PHL CITIZENSHIP? <input type="checkbox"/> BY BIRTH <input type="checkbox"/> BY NATURALIZATION <input type="checkbox"/> BY RECOGNITION <input type="checkbox"/> BY DERIVATIVE CITIZENSHIP (RA No. 9225)	
15. STATUS OF BIRTH <input type="checkbox"/> LEGITIMATE <input type="checkbox"/> ILLEGITIMATE	16. DISTINGUISHING MARKS ON FACE:
17. IS THE APPLICANT CURRENTLY SUBJECT OF AN ADOPTION PROCESS OR PARTIALLY/FULLY IN THE CARE OF AN ORPHANAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE PERTINENT DOCUMENTS.	
18. IS THERE ANY COURT ORDER OR LEGAL ARRANGEMENTS PERTAINING TO THE CHILD? <input type="checkbox"/> YES, THERE IS. <input type="checkbox"/> NONE THAT I KNOW OF IF YES, PLEASE PROVIDE PERTINENT DOCUMENTS.	

DECLARATION OF PARENT OR LEGAL GUARDIAN OF THE APPLICANT

I HEREBY DECLARE AND AFFIRM that **1)** The minor applicant is a Filipino Citizen. **2)** I am the parent or legal guardian of the minor. **3)** The information provided in this application are true and correct. **4)** The supporting documents attached are authentic. **5)** I consent to the verification by the Philippine Government of the information I provided to establish the applicant's personal particulars, and further consent to issue its use for any lawful purpose. **6)** I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. **7)** I am aware that under the law, the applicant is only allowed to hold one valid regular Philippine passport at a given time. **8)** 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. **9)** I confirm that all original documents were returned to me. **10)** 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. **11)** 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. **12)** In case of "Return to Sender", I agree to reimburse the Consulate for the penalty and any expense incurred for the re-mailing.

19. SIGNATURE OVER PRINTED NAME OF PARENT OR LEGAL GUARDIAN	20. DATE (ex. 01 Jan 2018)
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PROOF OF CITIZENSHIP SUBMITTED <input type="checkbox"/> BIRTH CERTIFICATE <i>from Philippine Statistics Authority</i> <input type="checkbox"/> REPORT OF BIRTH <i>from PHL Statistics Authority/PHL Embassy or Consulate</i> <input type="checkbox"/> CERTIFICATE OF NATURALIZATION <input type="checkbox"/> IDENTIFICATION CERTIFICATE of CITIZENSHIP <input type="checkbox"/> Others: _____	TO PARENT OR LEGAL GUARDIAN OF <u>MINOR</u> APPLICANT: FOR THE COMPLETE LIST OF THE CORE REQUIREMENTS AND SUPPORTING DOCUMENTS FOR NEW OR RENEWAL PASSPORT APPLICATIONS FOR <u>MINORS</u> (BELOW 18 YEARS OF AGE), PLEASE REFER TO PAGE 3 OF FORM NO. 3.
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PROCESSOR'S SIGNATURE: _____	WATCHLIST VERIFICATION: _____	Parent or Legal Guardian's Signature to receive:		
		BORROWED PASSPORT	CANCELLED PASSPORT	NEW PASSPORT

REMARKS: _____	SIGNATURE ENCODER: _____ SIGNING OFFICER: _____
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REQUIREMENTS for Passport Application of a MINOR, Form No. 3

THIS FORM IS NOT FOR SALE.

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.)

Minors (applicants under 18 years of age) should be accompanied by either parent or an authorized adult companion. In case applicant is not accompanied by the parent/s during the application process, the minor applicant must submit a notarized Special Power of Attorney executed by the parent/s designating the minor's companion to assist in the application process. A passport or valid government-issued photo ID of authorized adult companion should also be presented.

I. CORE REQUIREMENTS FOR PASSPORT APPLICATION OF A MINOR

****PSA/NSO Website: www.ecensus.com.ph**

- A. Duly accomplished Application Form No. 3
- B. Original Philippine Statistics Authority (PSA)-issued Birth Certificate or Report of Birth (if born outside the Philippines) on Security Paper. Please provide photocopy.
- C. Latest passport of minor applicant, with photocopy of the data page (page showing photo and complete name and details)
- D. Latest passport and/or valid government-issued photo ID of either parent or authorized companion. Please provide photocopy.
- E. Original and photocopy of one of the following: Applicant's 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), or latest valid Canadian Tourist Visa, valid Work Permit, valid Student Permit, whichever is applicable.

II. ADDITIONAL REQUIREMENTS

In addition to the **Core Requirements A, B, C, D, E**, the following supporting documents will be further required in the following cases:

If the minor applicant is a DERIVATIVE of a Dual Citizen under RA 9228:

- If born outside the Philippines, applicant to provide original and photocopy of PSA-issued Report of Birth on security paper; and
- Original Identification Certificate, Oath of Allegiance and Order of Approval of the parent issued by the Philippine Foreign Service Post (FSP, i.e. Philippine Embassy or Consulate General) or the Bureau of Immigration (BI). Please provide photocopies of said documents.

If a minor applicant lost his/her VALID e-Passport or Lost EXPIRED Passport, OR replacement of damaged VALID e-Passport: (Use Form No. 2):

- Police Report in English (for replacement of lost passport)
- Notarized Affidavit of Loss in English (for replacement of lost passport) executed by parent/s or legal guardian of minor applicant. 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
- 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/file number 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 a minor applicant has discrepancy in data in Birth Certificate (BC) / Report of Birth (ROB) and other documents:

- If the discrepant data is in the BC, the applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry. If the discrepant data is in the other documents, the BC will be followed.
- Discrepancy in first name - Applicant must submit a copy of the petition and supporting documents for correction of first name filed with LCR or Consulate
- Discrepancy in other data - Applicant must submit annotated birth certificate authenticated by PSA reflecting the corrected entry

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.**

For further information, please email us at vancouverpcg@telus.net or visit our website at www.vancouverpcg.org

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