

CHECKLIST OF DOCUMENTARY REQUIREMENTS

REMINDER TO ALL APPLICANTS:

For all cases of lost, mutilated or tampered passport or passport with discrepancy, there is a clearing period of fifteen (15) working days. After filing an application for lost, mutilated or tampered passport or passport with discrepancy, the applicant must return to the embassy for interview and evaluation after fifteen (15) working days from the date of application.

Real Name : _____

Assumed Name (if any) : _____ (ibang pangalang ginamit sa passport)

Date of Birth : _____

Place of Birth : _____

Passport No. : _____

Date Issued : _____

Place Issued : _____

Telephone No. : _____

- Lost Passport
- Mutilated Passport
- Passport under an Assumed Name
- Passport with Discrepancy (*pagkakaiba sa First Name / Middle Name / Last Name/ Date of Birth / Place of Birth*)

GENERAL REQUIREMENTS:

- Personal appearance.
- Confirmed appointment.
- Duly accomplished passport application form.
- NSO Birth Certificate or Report of Birth.
- Submit same documents required for first time passport applicants.
- One (1) acceptable ID and three (3) supporting documents – Original and one (1) photocopy

ADDITIONAL REQUIREMENTS:

In case passport was lost and cannot be found:

- Submit **Notarized Affidavit of Loss** (with detailed explanation on when, where and how passport got lost) – available at the embassy.
- If lost passport is still valid or contains a valid visa, submit Police Report of Loss.
- Photocopy of the data page of lost passport (if available).

In case passport was already declared lost by the applicant but eventually was found and returned to him/her:

- Submit **Notarized Affidavit of Retrieval** (with detailed explanation on when, where, and how passport was found) – available at the embassy
- Original and photocopy of the data page of passport.

In case of mutilated or damaged passports:

- Submit **Notarized Affidavit of Mutilation** (with detailed explanation on when, where, and how passport got mutilated or damaged) – available at the embassy
- Original and photocopy of the data page of passport.

You are requested to come
back on or after

from 9 AM to 12 NN
Monday to Thursday
ONLY

OFFICIAL USE ONLY

Remarks of Passport Processor

LIST OF ACCEPTABLE IDs (At least 1 of the following):

- Alien Registration Card or Residence Card.
- Government-issued picture IDs such as the following:
 - Digitized SSS ID
 - Driver's License
 - GSIS E-card
 - PRC ID
 - IBP ID
 - OWWA ID
 - Digitized BIR ID
 - Senior Citizen's ID
- Other acceptable picture IDs such as the following:
 - Old College ID
 - Alumni ID
 - Old Employment IDs

LIST OF SUPPORTING DOCUMENTS (At least 3 of the following):

- NBI Clearance
- NSO Marriage Certificate or Report of Marriage
- Land Title
- Seaman's Book
- Elementary or High School Form 137 or Transcript of Records with readable dry seal
- Government Service Record
- Voter's ID
- Police Clearance
- Barangay Clearance
- Old documents issued at least one year prior to date of application that show correct name, date and place of birth, picture and signature of applicant such as the following:
 - NSO Birth Certificate of child / children
 - SSS-E1 Form or Microfilmed Copy of SSS-E1 Form
 - Income Tax Return
 - Voter's Certification, List of Voters and Voter's Registration Record (for newly issued VRR, please attach receipt)
 - School Yearbook
 - Community Tax Certificate

FEES:

Passport Fee – JPY 14,550 for lost or mutilated e-passports
Passport Fee – JPY 8,730 for lost or mutilated MRRP and MRP
Affidavit – JPY 2,425
Verification – JPY 2,425

IMPORTANT:

1. All NSO documents should be in security paper.
2. All photocopies should be in **A4 size**.
3. For those who used fake or assumed identities, applicants must execute a sworn statement.
4. The Consular Officer reserves the right to require additional proof or documents, pursuant to R.A. 8239 (The Philippine Passport Act of 1996) for the purpose of verifying the identity, citizenship and personal circumstances of the applicant.
5. Submission of the required documents does not guarantee issuance of a new passport.