

CONSULATE GENERAL OF THE PHILIPPINES
161 Eglinton Avenue East, Suite 800, Toronto, Ontario, Canada M4P 1J5
Tel. No: (416) 922-7181 ext. 234 / Fax No. (416) 922-2638

LIST OF REQUIREMENTS FOR ePASSPORT SERVICES

A. RENEWAL OF PASSPORT

1. Personal appearance is a must.
2. Latest Philippine passport and one (1) photocopy of the data page/s;
3. Original and photocopy of evidence of legal status in Canada; (e.g. Permanent Residence Card, valid Record of landing, valid work permit, valid visitor's visa or valid seaman's book).
4. **Optional:** If you want your old & new passports mailed to you, please include a pre-paid registered envelope, i.e., **xpresspost envelope with the "signature sticker option" paid for.**
5. If passport being renewed is the brown edition (does not bear the full middle name), proof of full middle name is required such as birth certificate or any public ID with full middle name;
6. Fee of **C\$69.00*** payable in cash, money order or certified cheque payable to Philippine Consulate General. **Personal cheque is not accepted.**
7. If old Philippine passport had already been expired for 5 years or more, proof Permanent Residence card already applied for or a certification from Citizenship & Immigration Canada that applicant has not acquired Canadian citizenship is required.

B. AMENDMENT (Change of family name due to marriage)

1. **Marriage solemnized In the Philippines**
 - Original and photocopy of authenticated marriage certificate issued by National Statistics Office (NSO) in the Philippines.
2. **Marriage solemnized in Canada**
 - a) Duly accomplished Report of Marriage Forms (in four copies);
 - b) Original and four (4) photocopies of Marriage License or Registration of Marriage (long form) issued by the Office of the Registrar General;
 - c) Certificate of Finality of Nullity of Marriage issued in the Philippines must be authenticated by the Department of Foreign Affairs;
 - d) Four (4) passport-size photographs each of husband and wife;
3. Amendment fee of **C\$23.00*** and Report of Marriage fee of **C\$28.75***.

C. REPLACEMENT OF LOST PASSPORT

1. Affidavit of loss / destruction of passport (form available at the Consulate);
2. Report loss of passport to the police station nearest your place of residence and then request the Canadian Police Records Bureau (address below) to send the police report to the Consulate.
Address: Toronto Police Service
Police Records Bureau (4th Floor)
40 College Street, Toronto, Ontario M5G 2J3
Tel. No: 416- 808-8240 Fax No.: 416-808-8202
3. Duly accomplished application form;
4. Birth certificate issued by the National Statistics Office in the Philippines;
5. Supporting documents (e.g. old Philippine passport, copy of lost passport, baptismal certificate, school records, etc.);
6. Fee of **C\$103.50*for MRP or green passport & C\$172.50* for ePassport, C\$28.75*** for affidavit of loss and **C\$19.68*** for confirmation report (if lost passport was issued in the Philippines or other Foreign Service post).
(Note: Lost passport issued at DFA Manila, Regional Consular Extension Office or other Foreign Service Post abroad is subject to verification. New passport will be released after confirmation is received or fifteen (15) working days from date of filing if the documents are complete.)

D. Issuance of Passport to Newly Born Infant or Minor Person (Below 18 years of age)

1. Personal appearance;
2. Duly accomplished passport application form;
3. Original and three (3) photocopies of Statement of Live Birth (long form) issued by the Office of the Registrar General, Canada;
4. Four (4) passport-size photographs (50 mm x 40 mm) for the Report of Birth application forms;
5. Report of Birth forms to be accomplished by a parent or guardian (in four copies). **Fee: C\$28.75***
6. Documentary evidence of Philippine citizenship of father or mother at the time of birth of child ;
7. Affidavit of Delayed Birth Registration for children over one (1) year of age. **Fee: C\$28.75***.

***PAYMENT OF CONSULAR FEES SHOULD BE MADE EITHER IN CASH, MONEY ORDER OR CERTIFIED CHEQUE PAYABLE TO THE PHILIPPINE CONSULATE GENERAL, TORONTO. NO DEBIT.**

Note: A letter of authorization is required if the passport will be claimed by someone other than the applicant. For further information please call (416) 922-7181 ext. 234 or visit our website at www.philcongen-toronto.com. Our e-mail address is consularmatters@philcongen-toronto.com. Consular office hours are from 9:00 a.m. to 4:00 p.m. Monday to Friday. The Consulate is closed on Saturdays and Sundays including Philippine and Canadian Holidays.

THIS FORM IS NOT FOR SALE