



DEPARTMENT OF FOREIGN AFFAIRS

Office of Consular Affairs Last Revision: 07 October 2017

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: **TORONTO PCG**Date/Time: *Day, DD Mon YYYY/0000HR*

Booking Reference No. _____

CURRENT PASSPORT DETAILS																											
PASSPORT NUMBER:														ISSUING AUTHORITY:													
DATE OF ISSUE:														DATE OF EXPIRY:													
PASSPORT APPLICANT'S INFORMATION																											
1. LAST NAME																											
<div></div>																											
2. FIRST NAME																											
<div></div>																											
3. MIDDLE NAME or MAIDEN LAST NAME																											
<div></div>																											
4. SEX														5. DATE OF BIRTH (ex. 01 JAN 2017)										6. PLACE OF BIRTH			
<input type="checkbox"/> MALE														<div></div>										(For born in PHL: Municipality/City & Province For born outside PHL: Country)			
<input type="checkbox"/> FEMALE														<div></div>													
7. CIVIL STATUS														8a. HOW DID YOU ACQUIRE PHL CITIZENSHIP?										8b. DID YOU EVER LOSE YOUR PHL CITIZENSHIP? <input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> SINGLE														<input type="checkbox"/> BY BIRTH										8c. ARE YOU CURRENTLY A CITIZEN OF ANOTHER COUNTRY?			
<input type="checkbox"/> MARRIED														<input type="checkbox"/> BY NATURALIZATION										<input type="checkbox"/> YES <input type="checkbox"/> NO			
<input type="checkbox"/> WIDOW/ER														<input type="checkbox"/> BY RE-ACQUISITION (RA No. 9225)										8d. IF YES, FROM WHAT COUNTRY?			
<input type="checkbox"/> NULLIFIED / ANNULLED														<input type="checkbox"/> BY ELECTION										8e. HAVE YOU SERVED IN ANY FOREIGN MILITARY? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, what country?			
<input type="checkbox"/> DIVORCED (with recognition by PHL Court)														<input type="checkbox"/> BY LEGISLATION													
9a. APPLICANT'S SPOUSE'S NAME:														9b. SPOUSE'S CITIZENSHIP													
10a. PRESENT ADDRESS:																											
10b. PHILIPPINE ADDRESS:																											
11. E-MAIL ADDRESS:														12. TELEPHONE No.							13. MOBILE No.						
14. FATHER'S DETAILS														15. 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/PAYMENT SLIP NO.:														DATE OF TRANSACTION:													

16a. PERSON TO CONTACT IN CASE OF EMERGENCY:	16b. TEL/MOBILE NO. OF PERSON TO NOTIFY:									
17a. APPLICANT'S OCCUPATION:	17b. WORK ADDRESS and TELEPHONE NO.									
STATUS OF CURRENT PASSPORT										
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 in English <input type="checkbox"/> Lost Expired Passport • Affidavit of Explanation									
16. HOW DO YOU WISH TO RECEIVE YOUR PASSPORT? <input type="checkbox"/> PICK-UP <input type="checkbox"/> BY MAIL (Pls. Provide Xpress Post Env.)										
<p style="text-align: center;">WAIVER OF LIABILITY</p> <p>I waive any & all claims that may now and in the future have against, & the release & hold free from any responsibility or liability & agree not to sue the Philippine Consulate in Toronto or any of its officers & staff or its agents/representatives for any personal injury, expense, loss or damage that I may suffer or sustain as a result or by reason of the mailing of my passport/documents using the services of Canada Post or courier.</p> <p>Mail Tracking No: _____ Signature: _____</p>										
DECLARATION OF APPLICANT										
<p>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 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.</p>										
_____ 17. SIGNATURE OVER PRINTED NAME	_____ 18. DATE (ex. 01 Jan 2017)									
PROCESSOR'S SIGNATURE:	WATCHLIST VERIFICATION:	SIGNATURE OF APPLICANT/REPRESENTATIVE TO RECEIVE: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px; text-align: center;">BORROWED PASSPORT</td> <td style="width: 33%; padding: 5px; text-align: center;">CANCELLED PASSPORT</td> <td style="width: 33%; padding: 5px; text-align: center;">NEW PASSPORT</td> </tr> <tr> <td style="height: 50px;"></td> <td></td> <td></td> </tr> </table>			BORROWED PASSPORT	CANCELLED PASSPORT	NEW PASSPORT			
BORROWED PASSPORT	CANCELLED PASSPORT	NEW PASSPORT								
REMARKS: 		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; padding: 5px;">SIGNATURE</td> </tr> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;">ENCODER:</td> <td style="width: 50%; padding: 5px; vertical-align: top;">SIGNING OFFICER:</td> </tr> <tr> <td style="height: 50px;"></td> <td></td> </tr> </table>			SIGNATURE		ENCODER:	SIGNING OFFICER:		
SIGNATURE										
ENCODER:	SIGNING OFFICER:									

END

E-PASSPORT APPLICATION

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. 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, BIOMETRIC 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 SHOULD NOT COVER FOREHEAD OR TOUCH THE EYEBROWS).

I. PASSPORT RENEWALPROCESSING TIME: APPROXIMATELY 6 – 8 WEEKS**General requirements:**

- A. Latest passport with photocopy of the data page (page showing photo & complete name)
 - B. Duly accomplished passport application form
 - C. Original and photocopy of one of the following: Applicant's valid Permanent Resident Card/Work Permit, Dual Citizenship Certificate (Order of Approval/Identification Certificate/Oath of Allegiance), valid Confirmation of Permanent Residency, or valid Tourist Visa to Canada, whichever is applicable.
- Fee: CAN\$87.00

**** Holder of any of the following (1) passport 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 (province only – e.g. PAMPANGA or METRO MANILA)**

- D. PSA/NSO Original Birth Certificate in Security Paper
- E. At least one (1) valid identification document, and
- F. Other supporting document as may be necessary (i.e. PSA (Philippine Statistics Authority)/NSO(National Statistics Office) **Marriage Certificate**, if married and using married surname, etc.)

Change of name from single to married:

**** PSA/NSO Website - www.psaserbilis.com.ph or www.ecensus.com.ph**

Requirements **A, B, C, D** (if applicable), plus

- G. **If married in the Philippines** - Original NSO Marriage Certificate
 - H. **If married outside of the Philippines** – copy of the Marriage Report duly authenticated by the PSA/NSO
- Fee: CAN\$87.00

Change of name from married to single:**Due to death of spouse:**

Requirements **A, B, C, D & G** or **H**, plus

- I. Death certificate from PSA/NSO of the deceased husband; or Court Order for presumptive death
- Fee: CAN\$87.00

Due to Annulment/Divorce: (those recognized under Philippine Laws)

Requirements **A, B, C, D & E** or **F**, plus

- J. Duly authenticated copy of annulment/divorce decree/order* and NSO-issued Marriage Certificate with the annotation on the annulment/divorce; *Divorce should be duly recognized by a Philippine Court

Married applicants who opt not to use husband's surname (This is allowed if husband's surname has not been used before.):

- K. Affidavit that applicant has opted to use maiden surname.

II. REPLACEMENT OF LOST PASSPORT

(Please take note that there will be a 15-day verification period prior to the processing of 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 & photo capture after the 15-day verification.)

Requirements **B, C, D**, plus

- L. Police Report (if lost passport is still valid) from your locality. Those within Toronto Police Service, proceed to 40 College Street, Toronto, M5G 2J3
- M. Affidavit of Loss (may be accomplished at Philippine Consulate General for separate fee of CAN\$36.25)
- N. Original PSA/NSO issued birth certificate.
- O. Original PSA/NSO issued marriage certificate (for married applicants)
- P. Photocopy of latest/lost passport, if available

Additional Requirements (if applicable) **E or F, G, H, I, J, K**

Fee: CAN\$217.50 for lost e-passport/CAN\$130.50 for lost MRP or green/brown passport; CAN\$36.25 for the Affidavit of Loss

III. PASSPORT APPLICATION FOR MINORS (under 18 years)**First Time Applicants:**

Requirements **B, C** plus

- Q. **Original PSA/NSO Birth Certificate** or Report of Birth for those reported to the Consulate General in Toronto for 4 months and beyond; or was reported to another Consulate/Embassy with proper jurisdiction; or Report of Birth issued by the Consulate General- Toronto, in cases of newly issued Report of Birth
 - R. Personal appearance of either parent, **PSA/NSO Marriage Contract** and a valid passport of parents (if minor is legitimate)
 - S. Personal appearance of mother and valid passport of mother (if minor is illegitimate)
 - T. Original and photocopy of valid passport of the person travelling with the minor
- Fee: CAN\$87.00

Renewal:

Requirements **A, B, C, Q, R, S & T**

Fee: CAN\$87.00 for new passport

Derivative of a Dual Citizen under R.A. 9228:

Requirements **B, and R & S** (whenever applicable), plus

- J. Original and photocopy of Statement of Live Birth (long form) issued by the Office of the Civil Registrar General, Canada;
- K. Identification Certificate of the Applicant
- L. Identification Certificate, Oath of Allegiance & Order of Approval of the parent

IV. PASSPORT RELEASE

New passport will be available approximately 6-8 weeks after date of application. Applicant may send a representative with a valid ID and photocopy thereof with a letter of authorization bearing the applicant's signature if he/she cannot personally claim the new passport (please refer to the reminder in the Claim Slip that will be given) or may provide a self-addressed prepaid return envelope (If through Canada Post with a signature on delivery sticker) for mail option. The Consulate will **NOT** assume responsibility for passports/documents that may be lost in the mail.

V. MODE OF PAYMENT

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

Note: For further information please email us at consularmatters@philcongen-toronto.com or call (416) 922-7181 ext. 2786 or visit our website at www.philcongen-toronto.com.