



DEPARTMENT OF FOREIGN AFFAIRS

Office of Consular Affairs Last Revision: 07 October 2017

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)

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: <i>Day, DD Mon YYYY/0000HR</i> |
| Booking Reference No. _____ |

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 in English <input type="checkbox"/> Lost Expired Passport • Affidavit of Explanation | |

PASSPORT APPLICANT'S INFORMATION

| | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1. LAST NAME | | | | | | | | | | | | | | | | | | | | | | | |
| [Grid for last name] | | | | | | | | | | | | | | | | | | | | | | | |
| 2. FIRST NAME | | | | | | | | | | | | | | | | | | | | | | | |
| [Grid for first name] | | | | | | | | | | | | | | | | | | | | | | | |
| 3. MIDDLE NAME or MAIDEN LAST NAME | | | | | | | | | | | | | | | | | | | | | | | |
| [Grid for middle name] | | | | | | | | | | | | | | | | | | | | | | | |
| 4. SEX | | | | | | 5. DATE OF BIRTH (ex. 01 Jan 2017) | | | | | | | | | 6. PLACE OF BIRTH | | | | | | | | |
| <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | | | | | | [Grid for date of birth] <i>D D M M M Y Y</i> | | | | | | | | | (For born in PHL: Municipality/City & Province For born outside PHL: Country) | | | | | | | | |

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|---|--|--|--|--|--|--|--|--|--|--|--|---|--|--|--|--|--|--|--|--|--|--|--|
| 7. PRESENT ADDRESS: | | | | | | | | | | | | | | | | | | | | | | | |
| 8. PHILIPPINE ADDRESS: | | | | | | | | | | | | | | | | | | | | | | | |
| 9. PERSONAL E-MAIL OF PARENT/GUARDIAN: | | | | | | | | | | | | | | | | | | | | | | | |
| 10. MOBILE PHONE OF PARENT/GUARDIAN: | | | | | | | | | | | | 11. WORK PHONE 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/PAYMENT SLIP NO.: | | | | | | | | | | | | DATE OF TRANSACTION: | | | | | | | | | | | |
| [Grid for receipt number] | | | | | | | | | | | | [Grid for transaction date] | | | | | | | | | | | |

APPLICANT'S OTHER INFORMATION

14. HOW DID THE APPLICANT ACQUIRE PHL CITIZENSHIP?
 BY BIRTH *BY NATURALIZATION* *BY RECOGNITION* *BY DERIVATIVE CITIZENSHIP (RA No. 9225)*

15. STATUS OF BIRTH *LEGITIMATE*
 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? *YES* *NO* **IF YES, PLEASE PROVIDE PERTINENT DOCUMENTS.**

18. IS THERE ANY COURT ORDER OR LEGAL ARRANGEMENTS PERTAINING TO THE CHILD?
 YES, THERE IS. *NONE THAT I KNOW OF* **IF YES, PLEASE PROVIDE PERTINENT DOCUMENTS.**

19. HOW DO YOU WISH TO RECEIVE YOUR PASSPORT? *PICK-UP* *BY MAIL (Pls. Provide Xpress Post Env.)*

WAIVER OF LIABILITY

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.

Mail Tracking No: _____ **Signature:** _____

DECLARATION OF PARENT OR LEGAL GUARDIAN OF THE APPLICANT

I HEREBY DECLARE AND AFFIRM that **1)** The 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. **3)** The supporting documents attached are authentic. **4)** 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. **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, the applicant is only allowed to hold 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.

21. SIGNATURE OVER PRINTED NAME OF PARENT OR LEGAL GUARDIAN

22. DATE (ex. 01 Jan 2017)

PROOF OF CITIZENSHIP SUBMITTED

BIRTH CERTIFICATE from Philippine Statistics Authority

REPORT OF BIRTH from PHL Statistics Authority/PHL Embassy or Consulate

CERTIFICATE OF NATURALIZATION

IDENTIFICATION CERTIFICATE of CITIZENSHIP

Others: _____

IDENTITY DOCUMENT SUBMITTED:

SCHOOL IDENTITY CARD

DSWD CLEARANCE

Permanent Resident Card

Others: _____

OTHER SUPPORTING DOCUMENTS:

PARENT/GUARDIAN'S ID

AFFIDAVIT OF CONSENT TO TRAVEL/SPECIAL POWER OF ATTORNEY

COURT DECREE ON ADOPTION/GUARDIANSHIP

Others: _____

PROCESSOR'S SIGNATURE:

WATCHLIST VERIFICATION:

Parent or Legal Guardian's Signature to receive:

BORROWED PASSPORT

CANCELLED PASSPORT

NEW PASSPORT

REMARKS:

SIGNATURE

ENCODER:

SIGNING OFFICER:

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 APPLICATION FOR MINORS (under 18 years)**General requirements:****PROCESSING TIME:**APPROXIMATELY 6 – 8 WEEKS

- A. Latest passport with photocopy of the data page (page showing photo & complete name).
- B. Duly accomplished passport application Form No. 3 by parent(s) or legal guardian.
- C. Original and photocopy of one of the following: Applicant's valid Permanent Resident Card/Student Permit, Dual Citizenship Certificate (Order of Approval and Identification Certificate), valid Confirmation of Permanent Residency (*for newly landed immigrant only*), or valid Tourist Visa to Canada, whichever is applicable.
- D. PSA/NSO Original and photocopy of Birth Certificate or Report of Birth (if born outside the Philippines) on Security Paper of the minor applicant.
- E. PSA/NSO Original and photocopy of Marriage Certificate of parents of the minor applicant (*if applicable*).
- F. Personal appearance of either parent or legal guardian (Court Order on Guardianship is required).
- G. Original and photocopy of valid passport of the accompanying parent or legal guardian.
- H. Other supporting document as may be necessary.

Fee: CAN\$81.00**PSA/NSO Website – www.ecensus.com.ph**Derivative of a Dual Citizen under R.A. 9228:**Requirements **B, E, F, G, H**, plus

- I. If born outside the Philippines, Original and photocopy of Report of Birth duly authenticated by PSA/NSO on a Security Paper.
- J. Identification Certificate of the Applicant, Oath of Allegiance & Order of Approval of the parent.

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/I, D, E, F, G, H, J** plus

- K. Police Report (if lost passport is still valid) from your locality. Those within Toronto Police Service, proceed to 40 College Street, Toronto, M5G 2J3
- L. Affidavit of Loss (*may be accomplished at Philippine Consulate General for separate fee of CAN\$33.75*), executed by parent(s) or legal guardian.
- M. Photocopy of latest/lost passport, *if available*

Fee: CAN\$202.50 for lost e-passport/CAN\$121.50 for lost MRP or green/brown passport; CAN\$33.75 for the Affidavit of Loss.**III. 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 parent/legal guardian'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.

IV. MODE OF PAYMENT

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

Personal cheques, credit & debit cards are not accepted.

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