

## REQUIREMENTS FOR FIRST TIME PASSPORT APPLICANT

- PERSONAL APPEARANCE OF EITHER PARENT OF INFANT/MINOR IS REQUIRED \***
- For illegitimate minor, **personal appearance of MOTHER is required\***
- PERSONAL APPEARANCE OF INFANT/MINOR IS REQUIRED \***
- Duly accomplished Passport Application Form
- Duly accomplished Report of Birth Form in triplicate
- ORIGINAL Birth Certificate with English translation that has been duly stamped by a Notary Public & authenticated by the Ministry of Foreign Affairs of infant's country of birth (Norway, Denmark, or Iceland)
- Applicant should be in **decent attire with sleeves and collar**.
- Photocopy of data page of passports of BOTH parents. Original Passport to be presented by parent upon personal appearance.
- For single parents, photocopy of data page of Philippine passport of parent with custody of the infant/minor.
- For illegitimate infant/minor, Affidavit of Illegitimacy signed by parent and acknowledged by the Philippine Embassy in Oslo or the Honorary Consulates of the Philippines in Denmark or Iceland
- Other supporting documents of the parents (please refer to the list below)

## REQUIREMENTS FOR RENEWAL OF PASSPORT

- PERSONAL APPEARANCE OF APPLICANT IS REQUIRED \***
  - Duly accomplished Passport Application Form
  - Applicant should be in **decent attire with sleeves and collar**. Men should avoid wearing earrings while women should avoid wearing earrings that are too large.
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| <p><b>If holder of a BROWN passport or passport issued prior to 01 May 1995:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Old passport and photocopy of passport pages 1-4 (amendment pages) as well as pages showing latest Bureau of Immigration departure and arrival stamps</li> <li><input type="checkbox"/> Supporting documents which show applicants COMPLETE middle name</li> </ul> | <p><b>If holder of a Green Passport or passport issued after 01 May 1995:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Present passport and photocopy of data page and back cover with signature of signing officer</li> <li><input type="checkbox"/> Photocopy of pages showing latest Bureau of Immigration departure and arrival stamps</li> <li><input type="checkbox"/> For illegitimate minor, <b>personal appearance of MOTHER is required</b></li> </ul> | <p><b>If holder of a Machine Readable Passport (MRP) or Maroon passport issued after 16 September 2007</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Present passport and photocopy of data page</li> <li><input type="checkbox"/> Photocopy of pages showing latest Bureau of Immigration departure and arrival stamps</li> <li><input type="checkbox"/> For illegitimate minor, <b>personal appearance of MOTHER is required</b></li> </ul> |
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- For Married Women who want to use surname of their spouse:**
- If married in the PHILIPPINES:
- Marriage Contract (MC) in Security Paper issued by the National Statistics Office (NSO) and authenticated by the Department of Foreign Affairs (DFA)
- If married OUTSIDE of the Philippines:
- ORIGINAL Marriage Certificate with English translation that has been duly stamped by a Notary Public & authenticated by the Ministry of Foreign Affairs of the country (Norway, Denmark, or Iceland) where the marriage was officiated. The Embassy keeps the original marriage certificates for onward transmittal to the Philippines.
  - Duly accomplished Report of Marriage Form in triplicate
  - Photocopy of data page of each of the contracting parties' (husband and wife) valid passports
  - Three (3) colored ID photos** each of husband and wife. Photo size: 4.5cm x 3.5cm

- For women who want to revert to the use of Maiden Name by reason of Death of Spouse:**
- If death occurred in the PHILIPPINES:
- Death Certificate in Security Paper issued by the National Statistics Office (NSO) and authenticated by the Department of Foreign Affairs (DFA)
- If death occurred OUTSIDE of the PHILIPPINES:
- Original or Certified True Copy of Death Certificate of spouse, with English translation duly stamped by a Notary Public and authenticated by the Ministry of Foreign Affairs of the country where the death certificate was issued

- For women who want to revert to the use of Maiden Name by reason of Divorce or Annulment:**
- If divorced from a FOREIGNER:
- Certified True Copy of the Divorce Decree, with English translation duly stamped by a Notary Public and authenticated by the Ministry of Foreign Affairs of the country where the divorce was obtained
- If marriage to ANOTHER FILIPINO was ANNULLED:
- Certified True Copy of the Annulment Decree granted by a Philippine court with a Certificate of Registration authenticated by the Department of Foreign Affairs (DFA) OR a Certified True Copy of the annotated Marriage Contract authenticated by the DFA

- For Minors (0-17 years old):**
- PERSONAL APPEARANCE OF EITHER PARENT IS REQUIRED ASIDE FROM PERSONAL APPEARANCE OF MINOR\***
  - For illegitimate minor, **personal appearance of MOTHER is required\***
  - Photocopy of data page of passports of BOTH parents. Original Passport to be presented by parent upon personal appearance.
  - For single parents, photocopy of data page of Philippine passport of parent with custody of the infant/minor.
  - For illegitimate infant/minor, Affidavit of Illegitimacy signed by parent and acknowledged by the Philippine Embassy in Oslo or the Honorary Consulates of the Philippines in Denmark or Iceland
  - Other supporting documents of the parents (please refer to the list below)

## REQUIREMENTS FOR REPLACEMENT OF LOST OR DAMAGED PASSPORT

- PERSONAL APPEARANCE OF APPLICANT IS REQUIRED \***
  - Duly accomplished Passport Application Form
  - Applicant should be in **decent attire with sleeves and collar**. Men should avoid wearing earrings while women should avoid wearing earrings that are too large.
  - Affidavit of Loss or Damage, explaining details of loss or damage
- If passport is LOST applicant must also submit and present the following:
- ORIGINAL copy of written Police Report in ENGLISH
  - Photocopy of lost passport if available OR applicant's ORIGINAL Birth Certificate (BC) in Security Paper issued by the National Statistics Office (NSO) and authenticated by the Department of Foreign Affairs (DFA) and, if female and married, ORIGINAL Marriage Contract or Certificate duly notarized and authenticated by the DFA or Ministry of Foreign Affairs where the marriage was officiated.
  - Other supporting documents
- ❖ *Please take note that lost or damaged passports will take longer to process than regular applications. As such, the 30-day waiting period does not apply to applicants falling under this category.*

***(payable upon personal appearance at the Embassy and in CASH basis only)***

Regular ePassport – NOK 474  
Report of Birth/Marriage – NOK 197.50  
Replacement of Lost or Damaged MRP – NOK 711  
Replacement of Lost or Damaged ePassport – NOK 1,385.20  
Affidavit of Loss or Damage – NOK 197.50  
Postage fee within Norway – NOK 200  
Postage fee for Denmark & Iceland – NOK 250

- Marriage Contract
- PRC/IBP ID
- Land Title
- Driver's License
- Government Service Record
- Old SSS-E1 form or digitized SSS ID
- School Form 137 or Transcript of Records

- Voter's Registration Record
- Baptismal Certificate
- Seaman's book
- Income Tax Return (old)
- Other documents that show full name, birth details, & citizenship of applicant

- ❖ Personal appearance of applicant is required at all times. No exceptions.
- ❖ Passports unclaimed after **six (6) months** will be cancelled per Department Order No. 37-03.
- ❖ The Embassy is authorized to reject applications not supported by sufficient supporting documents.
- ❖ Check all data in the passport upon release.