



REVISED 23 JANUARY 2008 (USA)

APPLICATION FOR AMENDMENT OF PASSPORT

APPLICATION SHALL BE COMPLETELY ACCOMPLISHED, ANSWERS TYPED OR PRINTED LEGIBLY WITH BLACK OR BLUE INK AND ALL REQUIREMENTS SUBMITTED, OTHERWISE APPLICATION SHALL BE RETURNED UNPROCESSED. FOR INAPPLICABLE ENTRIES WRITE N/A.

IDENTIFYING INFORMATION

1. LAST NAME (surname or family name written on passport)		
2. FIRST NAME (given name(s) written on passport)		
3. MIDDLE NAME (mother's maiden surname, or if married, applicant's maiden surname written on passport)		
4a. PASSPORT NUMBER	4b. DATE AND PLACE OF ISSUE OF PASSPORT	
5. DATE OF BIRTH	6. SEX	7. CIVIL STATUS
DAY	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWED <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED
MONTH (write whole word)	YEAR	
8. PLACE OF BIRTH (town or city, state or province, country)		
9. ADDRESS IN THE U.S. OR PLACE OF RESIDENCE (house no., street, town or city, province, country, postal zone)		
10. TEL. NO. (include area code)	11. E-MAIL ADDRESS / FAX NO. / WORK TEL. NO.	
12. PRESENT OCCUPATION	13. WORK ADDRESS	
14. ADDRESS IN THE PHILIPPINES (house no., street, town or city, province, postal zone)		

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MODE OF SUBMISSION OF APPLICATION		
<input type="checkbox"/> PERSONAL	<input type="checkbox"/> COURIER	<input type="checkbox"/> MAIL
<input type="checkbox"/> TRAVEL AGENCY	<input type="checkbox"/> REPRESENTATIVE	
DATE OF RECEIPT OF APPLICATION		
SUPPORTING DOCUMENTS SUBMITTED		
<input type="checkbox"/> Marriage Certificate / Contract		
<input type="checkbox"/> Divorce / Annulment Decree		
<input type="checkbox"/> Report of Marriage		
<input type="checkbox"/> Death Certificate		
<input type="checkbox"/> Others: _____		
RECEIVER	CASHIER	LOL
PROCESSOR	SCRIPTER	ENCODER
FEE	O.R. NO.	
SERVICE NO.		
REMARKS		
APPROVED BY		
DATE DUE	TIME DUE	
PASSPORT RELEASED TO		
PRINTED NAME AND SIGNATURE		
DATE RECEIVED/MAILED		
MAIL /COURIER TRACKING NUMBER		

REQUEST FOR AMENDMENT

15. REQUEST FOR AMENDMENT	<input type="checkbox"/> CHANGE OF NAME TO READ AS FOLLOWS	<input type="checkbox"/> OTHERS, SPECIFY BELOW
16. DATE (day, month, year) AND PLACE OF	<input type="checkbox"/> MARRIAGE	<input type="checkbox"/> DIVORCE <input type="checkbox"/> ANNULMENT <input type="checkbox"/> OTHERS
17. FULL NAME OF	<input type="checkbox"/> SPOUSE, IF MARRIED, OR	<input type="checkbox"/> FORMER SPOUSE, IF MARRIAGE WAS DISSOLVED
18. SUPPORTING DOCUMENT(S) SUBMITTED	<input type="checkbox"/> MARRIAGE CERTIFICATE / CONTRACT	<input type="checkbox"/> REPORT OF MARRIAGE
	<input type="checkbox"/> DIVORCE / ANNULMENT DECREE	<input type="checkbox"/> OTHERS, SPECIFY:
19. IS THIS APPLICATION FILED BY ANOTHER PERSON OR ENTITY ON YOUR BEHALF?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
20. IF YES, INDICATE NAME, ADDRESS, RELATIONSHIP TO APPLICANT	21. SIGNATURE OF REPRESENTATIVE	

I SOLEMNLY SWEAR UNDER PENALTY OF LAW that the statements made on this Application Form are true and correct and the attached supporting documents are authentic.

DATE OF APPLICATION

SIGNATURE OF APPLICANT

IMPORTANT:

IF APPLICANT IS UNABLE TO APPLY IN PERSON, THIS FORM SHALL BE NOTARIZED.

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____, 200__, at _____.

NOTARY PUBLIC

CONSUL

PLEASE SEE REVERSE SIDE FOR REQUIREMENTS

REQUIREMENTS FOR AMENDMENT OF PASSPORT

I. BASIC REQUIREMENTS FOR AMENDMENT OF VALID PASSPORT

1. Valid passport and one (1) photocopy of passport data page(s)
2. Duly accomplished application form signed by applicant
3. Amendment of Passport Processing Fee: US\$20.00
4. In case of woman married in the Philippines: one (1) original or certified true copy and one (1) photocopy of Marriage Contract duly authenticated by the Philippine National Statistic Office (NSO) on Security Paper
5. In case of woman married abroad: Report of Marriage (*See Report of Marriage Requirements.*)

A. FOR WOMAN DIVORCED BY NON-FILIPINO HUSBAND WHO WISHES TO REVERT TO HER MAIDEN NAME

1. One (1) original or certified true copy and one (1) photocopy of Judicial Decree of Divorce

B. FOR WIDOW

1. One (1) original or certified true copy and one (1) photocopy of husband's Death Certificate (NSO issued on Security Paper if previous husband was a Filipino)

II. OTHER REQUIREMENTS

The Consular Officer reserves the right to require additional proof or documents from an applicant, to prove his/her citizenship, identity or status pursuant to the Philippine Passport Law (R.A. 8239) and the Foreign Service Act (R.A. 7157.)

III. ADDITIONAL REQUIREMENTS FOR APPLICATION BY MAIL / COURIER OR THROUGH TRAVEL AGENCY / AUTHORIZED REPRESENTATIVE

All applications submitted by mail or courier service, through travel agencies or representatives, **shall be duly notarized.**

IV. ADDITIONAL REQUIREMENTS FOR APPLICANT WHO WISHES TO HAVE THE AMENDED PASSPORT RETURNED BY MAIL OR COURIER

A. APPLICANT RESIDING IN U.S. AND U.S. TERRITORIES

To have the amended passport returned by mail, **enclose a pre-stamped, self-addressed U.S. Postal Service Express Mail envelope**, with stamps required to send **0.5 lbs.** of documents. **Do not use metered stamps nor P.O. Box mailing address.**

B. APPLICANT RESIDING IN U.S. TERRITORIES OR OTHER COUNTRIES WITHIN THE EMBASSY'S JURISDICTION

To have the amended passport returned by courier, **enclose a treasurer's, manager's or certified check, issued by a local bank that has a corresponding bank in the U.S., payable to the courier of choice**, such as FEDEX, UPS or DHL, **in U.S. dollars**, in the amount required to send **0.5 lbs.** of documents and a corresponding self-addressed courier's address label. **Do not use P.O. Box mailing address. Personal check and personal money order are not accepted.**

N.B. The Embassy assumes no responsibility for any delay or loss in the mail or while the documents are in the custody of the courier. Applicant is responsible for noting the tracking numbers of all envelopes used and submitted.

V. REQUIREMENTS ON PROCESSING FEES

Passport processing fees are non-refundable and payable only in cash when personally applying or money order issued in the U.S., certified, treasurer's manager's or cashier's check issued by a bank in the U.S. or by local bank that has a corresponding bank in the U.S., payable to the Embassy of the Philippines when applying by mail or courier. Personal check and personal money order are not accepted.

VI. RELEASING TIME

A. APPLICATION SUBMITTED PERSONALLY

Passport is released from 4:00 p.m. on the following business day after receipt by the Embassy of the duly accomplished application form and all requirements.

B. APPLICATION SUBMITTED THROUGH MAIL OR COURIER

Passport is mailed within five (5) business days after receipt by the Embassy of the duly accomplished application form and all requirements.

VII. JURISDICTION OF THE EMBASSY OF THE PHILIPPINES WASHINGTON, D.C., U.S.A.

Only applications from the following states, territories or countries are accepted at the Embassy in Washington, D.C.

US: AL, DC, FL, GA, KY, MD, NC, SC, TN, VA and WV

OTHER COUNTRIES OR TERRITORIES: Bermuda, Bahamas, Cayman Islands, Grenada, Puerto Rico & Turks & Caicos Islands

For other states, territories and countries please visit www.philippineembassy-usa.org.

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