#### E-PASSPORT RENEWAL 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. APPLICANTS WILL BE REQUIRED TO TAKE OFF THIER 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 RENEWAL

**PROCESSING 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 <u>valid</u> Permanent Resident Card/Work Permit, Dual Citizenship Certificate (Order of Approval/Identification Certificate/Oath of Allegiance), <u>valid</u> Confirmation of Permanent Residency (for newly landed immigrant), or <u>valid</u> Tourist Visa to Canada, whichever is applicable.

\*\*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.)

**Fee:** CAN\$87.00

# Change of name from single to married:

\*\*PSA/NSO Website - www.psaserbilis.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 Original copy of the Report of Marriage 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

Death certificate from PSA/NSO of the deceased husband or Court Order for presumptive death;

**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 (*Divorce should be duly recognized by a Philippine Court*) **and** NSO-issued Marriage Certificate with the annotation on the annulment/divorce;

Fee: CAN\$87.00

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 <u>15-day verification period</u> prior to the processing of application for replacement of <u>lost valid passport</u>. Applicant must first submit the passport application form together with the police report and affidavit of loss to commence the <u>15-day verification</u> period. Applicant will be required to come back to the Consulate for biometric data & photo capture after the <u>15-day verification</u>.)

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

- L. Police Report (if lost passport is still valid) from your locality. Those within <u>Toronto Police Service</u>, proceed to <u>40 College Street</u>, <u>Toronto, M5G 2J3</u>
- 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
- Q. 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

## 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) <u>or</u> 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. *Personal cheques, credit & debit cards are not accepted.* 

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

All passport applicants must submit a Standard-sized pre-paid self-addressed Canada Post Xpress Post envelope, (per applicant) to avoid tearing of the envelope and loss of the passport/s.