

Philippine Embassy  
Ha Noi, Socialist Republic of Viet Nam

PASSPORT APPLICATION FORM

FILL-IN BLANKS: TYPE OR PRINT LEGIBLY. (Please see requirements on the reverse side)

SURNAME

GIVEN NAME

MIDDLE/MAIDEN NAME

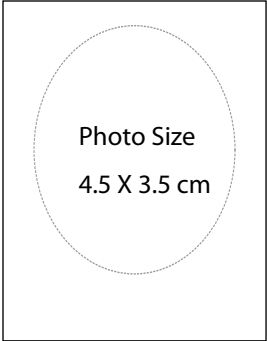
DATE OF BIRTH

PLACE OF BIRTH

SEX

☐ MALE

☐ FEMALE



CIVIL STATUS

☐ Single

☐ Married

☐ Widow/er

☐ Divorced/Separated

Name of father:

Citizenship:

Name of Mother::

Citizenship:

Name of Spouse, if married:

Citizenship:

if widowed or divorced, name of previous spouse:

ADDRESS IN VIETNAM:

Number

Street

Town/City

Province

Telephone No.:

E-mail Address:

LEGAL STATUS IN VIETNAM:

☐ Temporary Resident

☐ Contract Worker

☐ Seaman

☐ Student

☐ Tourist

☐ Others

Occupation::

Telephone No.

Name of Employer/Company:

Address:

CHECK IF YOU ARE

☐ Legitimate

☐ Illegitimate

HAVE YOU EVER BEEN ISSUED A PHILIPPINE PASSPORT

☐ Yes

☐ No

PHILIPPINE CITIZENSHIP ACQUIRED BY:

☐ Birth

☐ Election

☐ Naturalizataion

☐ Marriage

Latest Passport No.

Date of Issue

Place of Issue

ARE YOU A PHILIPPINE GOVERNMENT EMPLOYEE?

☐ Yes

☐ No

HAVE YOU RENOUNCED YOUR PHILIPPINE CITIZENSHIP?

HAVE YOU ACQUIRED OTHER FOREIGN CITIZENSHIP?

If yes, please specify foreign citizenship

IN CASE OF EMERGENCY PLEASE NOTIFY:

In Vietnam:

Name:

Address:

Telephone /Mobile No.

E-mail address:

In the Philippines:

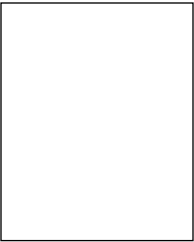
Name:

Address:

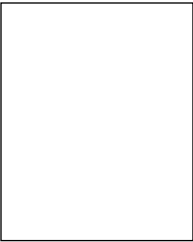
Telephone /Mobile No.

E-mail address:

I SOLEMNLY SWEAR that the attached photograph is mine, that the statements made on this application form are true and the attached supporting documents are authentic.

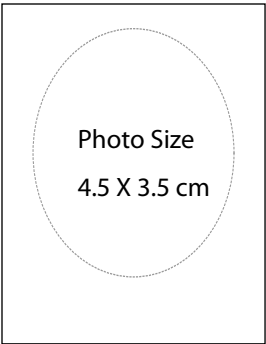


LEFT THUMBMARK



RIGHT THUMBMARK

Warning: Perjury is punishable by law.



Signature of Applicant

Date of Application

For Official Use only:

Fee:

O.R. No.:

Processor:

LOL/Scripter

New Passport No.:

Service No.:

Date:

Date:

Date of Issue:

Passport Released/Mailed by:

Received by:

Signing Officer

Date

Date:

Date:

REQUIREMENTS FOR ISSUANCE OF PASSPORT

I. BASIC REQUIREMENTS FOR FIRST-TIME APPLICATIONS (FOR APPLICANTS BORN OUTSIDE THE PHILIPPINES)

1. Personal appearance, except child below three (3) years old
2. Duly accomplished application form signed by the applicant, or in case of minor below 8 years old, signed by one parent or legal guardian, upon presentation of proof of guardianship, and bearing applicant's thumb marks
3. Three (3) identical 4.5 cm x 3.5 cm (1.77 in. x 1.37 in.) colored photographs (See No. VII below)
4. Report of Birth (See Report of Birth Requirements)
5. Photocopy of parent's valid Philippine passport
6. Photocopy of parents' registered Marriage Certificate (*Note: Pursuant to the provisions of Article 176 of the Family Code of the Philippines, illegitimate children shall use the surname of the mother only. They may use the surname of the father only if there has been an acknowledgement or recognition by the father. Recognition could be made in the record of birth, a will, a statement before a court of record, or in any authentic writing.*)
7. Passport processing fee (See No. VIII below)
  - a. US\$ 50.00 for a 32-page passport, or
  - b. US\$ 60.00 for a 64-page passport

II. BASIC REQUIREMENTS FOR PASSPORT RENEWAL

1. Old passport (most recent) and one (1) photocopy of data pages (first and last page, and page where valid Vietnamese visa is stamped) of old passport (Old passport will be returned.)
2. Duly accomplished application form signed by applicant, or in case of minor below 8 years old, signed by parent or legal guardian upon presentation of proof of guardianship, and bearing applicant's thumb marks.
3. For minor below 18 years old, photocopy of parent's valid Philippine passport.
4. Three (3) identical 4.5 cm x 3.5 cm (1.77 in. x 1.37 in.) colored photographs (See No. VII below)
5. If old passport does not spell out the applicant's complete middle name: one (1) original or certified true copy and one (1) photocopy of proof of middle name, such as Birth Certificate and Baptismal Certificate, etc.
6. Passport processing fee (See No. VIII below)
  - a. US\$ 50.00 for a 32-page passport, or
  - b. US\$ 60.00 for a 64-page passport

III. BASIC REQUIREMENTS FOR REPLACEMENT OF LOST PASSPORT

1. Personal appearance and interview
2. One photocopy of data pages (first and last page, and page where valid Vietnamese visa is stamped) of old passport, if available
3. Duly accomplished application form signed by the applicant, or in case of minor below 8 years old, signed by the parent or legal guardian, and bearing applicant's thumb marks
4. For minor below 18 years old, photocopy of parent's valid passport.Philippine passport.
5. Duly notarized *Affidavit of Loss* giving details of circumstances surrounding the loss of the passport
6. Police Report, in case passport was lost as a result of robbery, theft or other similar circumstances
7. Three (3) identical 4.5 cm x 3.5 cm (1.77 in. x 1.37 in.) colored photographs (See No. VII below)
8. One (1) original or certified true copy and one (1) photocopy of Birth Certificate authenticated by the National Statistics Office (NSO). (Original Birth Certificate will be returned)
9. In the absence of a Birth Certificate, one (1) original or certified true copy and one (1) photocopy each of other documents that may be required by the Consular Officer pursuant to R.A. 8239 (Philippine Passport Law ) & D.O. 11-97 such as Baptismal Certificate, Seaman's Book, etc. (Original documents will be returned)
10. Lost Passport Processing Fees: US\$ 100.00 (See No. VIII below)
 

Passport Fee	US\$ 90.00
Communication Fee	US\$ 10.00
11. Processing period is a minimum of fifteen (15) working days

IV. ADDITIONAL REQUIREMENTS FOR A MARRIED WOMAN WHO IS USING HER HUSBAND'S FAMILY NAME FOR THE FIRST TIME

1. In case of a woman married abroad: Report of Marriage (See Report of Marriage Requirements)
2. In case of a woman married in the Philippines: one (1) original or certified true copy and one (1) photocopy of Marriage Contract duly authenticated by the NSO

V. OTHER REQUIREMENTS

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

VI. ADDITIONAL REQUIREMENTS FOR APPLICATIONS BY MAIL / COURIER, OR THROUGH TRAVEL AGENCY / AUTHORIZED REPRESENTATIVE

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

It is the responsibility of the applicant to arrange for the delivery by courier/mail of the documents to the Embassy and for their return to the applicant. The Embassy assumes no responsibility for any delay or loss in the mail or while the documents are in custody of the courier service.

VII. REQUIREMENTS FOR PICTURES

Pictures must have plain white background, taken within six (6) months before the date of application, showing clear front view of applicant's face without eyeglasses and without unnatural piercing, and with the applicant wearing clothes with collar and sleeves. Blurred or low quality photos are not accepted.

VIII. PAYMENT OF PROCESSING FEES

Passport processing fees are non-refundable and payable in cash, or through bank deposit to Philippine Embassy Account No. **002 016566 101** (US Dollar Account) or Philippine Embassy Account No. **002 016566 001** (Vietnamese Dong Account) at the Hongkong and Shanghai Bank Corp (HSBC) Hanoi Branch with address at 23 Phan Chu Trinh, Hoan Kiem, Hanoi, Vietnam. The HSBC Ho Chi Minh Branch is located at 235 Dong Khoi St. Dist. 1, Ho Chi Minh City. As bank charges may apply, please ensure that the exact amount of the passport processing fee is credited to the Embassy account.

IX. RELEASING TIME

- A. Application submitted personally: Passport will be released after two (2) working days.
- B. Application submitted through mail/courier: New passport will be mailed two (2) working days after receipt of application form and all requirements.
- C. Application for lost passport: Passport will be released a minimum of fifteen (15) working days after receipt of application form and all requirements.

For further inquiries, please call the Consular Section of the Philippine Embassy at Tel.No.: (84 4) 943-7873 / 943-9826 ext. 114, or email [consular\\_philembassyhanoi@yahoo.com](mailto:consular_philembassyhanoi@yahoo.com)

**WARNING:** THE APPLICATION FORM MUST BE COMPLETELY ACCOMPLISHED, ANSWERS TYPED OR PRINTED LEGIBLY WITH BLACK OR BLUE INK, THUMBMARKS PRINTED CLEARLY AND ALL REQUIREMENTS SUBMITTED. OTHERWISE THE APPLICATION WILL BE RETURNED.