



Checklist for a U.S. Passport

FIRST-TIME PASSPORT APPLICATION

You cannot apply for this type of service without a scheduled appointment for each applicant. Please arrive 30 minutes before your appointment time. Appointment times do not reflect the actual interview time. Your interview time will be determined by the number of appointments scheduled for that day and the length of time required for processing individual cases. If you are late for your appointment, you may have to wait until all others are interviewed or you may be asked to schedule another appointment at a later date. To book an appointment and for additional information, visit our website at <https://ph.usembassy.gov>

Please Note: Personal appearance of the applicant is required for this passport service.

Bring the following to the Embassy on the day of your appointment:

- Printout of your appointment confirmation.
- This checklist, *signed and dated*.
- DS-11 form (*completed but not signed*). ***Do not sign!*** The form must be completed electronically and printed. A form completed by hand may be accepted, on a case-by-case basis. **NOTE:** Social Security number (SSN) is required for all passport applications. You must provide your SSN on the application form if you have been issued one, in accordance with 22 U.S.C. 2714a and 22 C.F.R 51.60(f). If you have been a U.S. citizen for a long time already and still do not have a Social Security number, you must submit a signed statement including the phrase, *"I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration."* This declaration or statement of "NO SSN" does not need to be notarized, but must be signed and dated and attached to the passport application. If applicant is a minor, this declaration will be done by the parent.
- Photos of applicant. *You will need two identical passport photographs, 2in x 2in (5cm x 5cm) set against a white background. Wearing of eye glasses on a passport photo is not allowed. For photo instructions, refer to <https://travel.state.gov/content/passports/en/passports/photos/photo-examples.html>*
- Personal appearance of the applicant. *Minors under 16 must appear with both parents at the appointment. If one or both parents cannot be present, see "Proof of Parental Consent" section below. For applicants 16 or 17 years old, at least one parent must appear at the appointment with a valid acceptable photo I.D.*
- Original proof of U.S. Citizenship (*e.g. U.S. Passport, U.S. Birth Certificate, Consular Report of Birth Abroad, Certificate of Naturalization, Certificate of Citizenship, etc.*). **Note:** Some short (abstract) versions of U.S. birth certificates may **not** be acceptable for passport purposes. Please see our website for the requirements for U.S. birth certificates.

- Sequential or "growing up" photos for the applicant. *The photos should begin as near to birth as possible spanning to the present.*

Note: Please **do not send original photos as we cannot guarantee their return.** Applicants are encouraged to send CLEAR copies of these photos printed on a piece of paper labeled with the years they were taken.

- Original valid photo I.D. of the adult applicant such as a passport or Philippine digitized government-issued I.D.s like SSS, UNIFIED Multi-Purpose I.D., BIR, POSTAL ID, PRC, etc. If none of these are available, at least two other secondary I.D.s may be presented but will be subject for approval if acceptable or not.
- Original of the foreign passport of the applicant (*if available*) showing travel to the Philippines after becoming a U.S. citizen.
- Non-Refundable Application Fee. *The fee for a passport is **\$145** for 16 years old and above; **\$115** for 15 years old and below.* The cashier at the Embassy accepts cash (either dollars or pesos) and credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).
- Delivery Fee for passport (Approximately **Php80.00** for delivery within Metro Manila or **P120.00** for delivery outside Metro Manila). **Note:** During your appointment, you will be given instructions to arrange with the Embassy's contracted courier located at the same floor. Do not go directly to the courier booth until told to do so by our staff. Once instructed to do so, please verify the courier fee with the Air21 courier as fees may vary in Air21 non-serviceable areas and subject to change without prior notice.
- Photocopy of all documents (*front and back side all I.D.s preferably on a single page*)

In addition, applicants under the age of 16 must bring the following:

- Original proof of Parentage listing the names of the child's parents (e.g. *U.S. birth certificate, Consular Report of Birth Abroad, adoption decree, or Philippine birth certificate from the National Statistics Office or Philippine Statistics Authority*).
Note: Some short (abstract) versions of U.S. birth certificates may **not** be acceptable for passport purposes. Please see our website for the requirements for U.S. birth certificates.
- Original valid photo I.D. of the adult applicant such as a passport or Philippine digitized government-issued I.D.s like SSS, UNIFIED Multi-Purpose I.D., BIR, POSTAL ID, PRC, etc. If none of these are available, at least two other secondary I.D.s may be presented but will be subject for approval if acceptable or not.

Proof of Parental Consent (if one or both parents listed on the Birth Certificate is not present)

- **If one parent/guardian is absent:** The absent parent/guardian must provide a signed, original "Statement of Consent" Form ([Form DS-3053](#)). *Please note that this document is only valid for 90 days after the date of signature and should be notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas.* The absent parent must also provide a photocopy of the front and back side of the photo I.D. that was used during notarization.
- **If one parent/guardian has sole custody:** Present original primary evidence of sole authority to apply for the child's passport, e.g., *court order, death certificate, etc.*

- **If both parents/guardians are absent:** Submit original signed and notarized Form DS-3053 from each parent who is listed on the child's birth certificate. The name of the authorized representative (person applying for minor's passport) should be indicated legibly on item#4 of the form. A photocopy of the front and back side of the same photo I.D. that was presented by the parent during notarization of the DS-3053 must be attached to the form. Please note that this document is only valid for 90 days after the date of signature/notarization.

In lieu of the Form DS-3053, an original written statement signed by each absent parent/guardian and notarized, specifically authorizing a representative (person's name applying for minor's passport must be indicated) to apply for a passport on behalf of a child may also be submitted. The statement must include: minor's full name and date of birth; affiant's relationship to child (e.g., mother, father, etc.); affiant's street address, telephone number and email address; and a specific statement that the affiant gives consent to the issuance of a passport to the named minor child. Please note we will only accept this document for 90 days after the date of signature and should be notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas. The absent parent(s) must also provide a photocopy of the front and back side of the acceptable photo I.D. used during notarization.

- If one parent is missing or refuses to sign a consent form: Form [DS-5525](#) (Statement of Exigent/Special Family Circumstances) *plus supporting documents explaining why the non-applying parent/guardian's consent cannot be obtained.*

I hereby certify that I have read the above instructions and that I have all the listed documents applicable to my case in my possession and am prepared to present them at the time of my appointment.

Signature of Applicant/Applying Parent or Guardian

Date