



Checklist for a U.S. Passport

RENEW A PASSPORT FOR THE FIRST TIME AS AN ADULT (AGE 16 AND ABOVE) RENEW A PASSPORT THAT HAS EXPIRED MORE THAN FIVE YEARS AGO RENEW A PASSPORT WITH A SPECIAL ENDORSEMENT THAT REQUIRES DEPARTMENT OF STATE'S APPROVAL

You cannot apply for this type of passport without a scheduled appointment. 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.

- The applicant's expired passport, if still in applicant's possession.
- Photos of applicant. *You will need two 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>
- DS-11 form (completed but not signed). *Do not sign!* Note: 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 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.
- For first-time adult applicants: Sequential or "growing up" photos for the applicant. The photos should begin at the date of issuance of the last passport, 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 applicant such as a passport or Philippine digitized government-issued I.D.s like SSS, UNIFIED Multi-Purpose I.D., BIR, POSTAL ID, PRC, school ID with signature, 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.
- Photocopy of all documents (front and back side, all I.D.s preferably on a single page)

- Non-Refundable Application Fee. *The fee for a passport is **\$145**.* 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.

Special requirements for all minors ages 16 & 17:

Although applicants 16 years old and above will be allowed to sign their own passport application, at least one parent must accompany minors ages 16 or 17 during their appointment. Note: The following may be requested, if deemed necessary: 1) Parent or guardian must **present an acceptable photo I.D** (see samples of I.D., mentioned on page 1) if the minor does not have photo I.D. of his or her own. 2) Establish **parental consent**. (You may be requested to provide written parental consent in some cases.)

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

Date