

## **BASIC REQUIREMENTS FOR MINOR NEW APPLICATIONS**

1. Confirmed Online Appointment - To schedule an online appointment ([Click here](#))
2. Accomplished Application Form;
3. Personal appearance of minor applicant **and** either parent or authorized adult companion; and
  - *For accompanying authorized adult companion, supporting documents depending on the case of the minor can be found below*
4. Philippine Statistics Authority (PSA) issued Certificate of Live Birth;
  - Local Civil Registrar Copy may be required if PSA Certificate of Live Birth is not clear or cannot be read.
5. Valid identification card or competent proof of identity of the minor applicant
6. Passport or valid identification card of the accompanying parent or authorized adult companion.

### **Supporting Documents for Minor New Applications**

Pursuant to Section 6 of R.A. 11983, supporting documents will be further required in addition to the basic requirements to prove the applicant's identity, citizenship and lack of travel restrictions, as specified in the following cases:

#### **For New Born Applicants (less than 1 year old) with no PSA Birth Certificate/Report of Birth yet**

- **If born in the Philippines** - The minor applicant may submit a Certified True Copy (CTC) of Local Civil Registrar (LCR) Birth Certificate authenticated by the PSA.
- **If born abroad** - The minor applicant may submit original copy of the Report of Birth filed at Post or first endorsement from Consular Records Division (CRD).

#### **Additional supporting documents if the minor's PSA-issued Certificate of Live Birth or PSA Report of Birth is late registered [*one (1) year after the event*]:**

*To present and submit at least one (1) of the following:*

- School Records;
- Baby book or health record or its equivalent document;
- Foreign passport (if applicable);
- Residence card issued by host government (with English translation if

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applicable)
<p><b>For Marital Minor Applicants (with married parents as stated in the minor applicant's PSA Certificate of Live Birth)</b></p> <ul style="list-style-type: none"><li>● Valid Philippine passport or valid identification card of the accompanying parent <b>and</b> the copy of his/her spouse's passport or valid identification card;<ul style="list-style-type: none"><li>○ If the accompanying parent is an alien, the foreign passport of the accompanying alien parent or other valid and sufficient proof of identity.</li></ul></li></ul>
<ul style="list-style-type: none"><li>● <b>Marital Minor Applicants Accompanied by an Authorized Representative of the Parents or Person Lawfully Exercising Parental Authority over the Minor</b><ul style="list-style-type: none"><li>○ Notarized Special Power of Attorney executed by either or both of the parents, or by the person lawfully exercising parental authority over the minor</li><li>○ Copy of the Passport or other valid identification card of the minor's parents</li></ul></li></ul>
<p><b>For Non-Marital Minor Applicants (with unmarried parents as stated in the minor applicant's PSA Certificate of Live Birth)</b></p> <ul style="list-style-type: none"><li>● Only the mother applicant shall accompany the minor applicant in the passport application process;</li><li>● A Special Power of Attorney (SPA) executed by the mother will be required if she is not accompanying the minor applicant. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad; and</li><li>● Passport or valid identification card of authorized adult companion (<a href="#">Click here for the List of Acceptable IDs for Passport Application</a>).</li></ul>
<p><b><i>In Case Applicant is not Accompanied by the Parent/s During the Application Process</i></b></p> <ul style="list-style-type: none"><li>● Applicant must submit a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process.<ul style="list-style-type: none"><li>○ If the Special Power of Attorney was executed abroad and not before an FSP, the Special Power of Attorney must be validly authenticated;</li></ul></li><li>● Passport or valid identification card of authorized adult companion (<a href="#">Click here for the List of Acceptable IDs for Passport Application</a>); and</li><li>● Special Power of Attorney must have a copy of parent/s valid ID and/or</li></ul>

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passport attached

### **For Non-Marital Minor Applicants with a Deceased Mother, but Acknowledged by the Father (with unmarried parents as stated in the minor applicant's PSA Certificate of Live Birth)**

- Personal appearance of minor applicant and biological father;
- PSA-issued Certificate of Death or Report of Death of Mother;
- PSA Birth Certificate with Acknowledgement of Paternity (must indicate the name of the father in the birth certificate);
- Passport or valid identification card of biological father and legal guardian ([Click here for the List of Acceptable IDs for Passport Application](#))

### **In the absence of father, the following may accompany the minor child in the order indicated:**

- Surviving grandparent (submission of PSA Certificate of Death of Mother;
- Oldest brother or sister, over twenty-one years of age (submission of PSA Certificate of Death of Mother and PSA Certificate of Death of the Grandparent);
- The child's actual custodian, over twenty-one years of age (submission of court order for legal guardianship)

### **For Non-Marital Minor Applicants with a Deceased Mother and Father is Unknown (with unmarried parents as stated in the minor applicant's PSA Certificate of Live Birth)**

- Personal appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate
- Valid Passport or valid identification card of adult guardian([Click here for the List of Acceptable IDs for Passport Application](#))
- Letter of Guardianship issued by Family Court

### ***In case none of the above can accompany the minor applicant***

1. In default of parents or a judicially appointed guardian, the persons exercising substitute parental authority under Article 216 of the Family Code of the Philippines shall prevail in determining the minor applicant's companion in passport application, unless otherwise ordered by a competent Philippine court. **In case of conflicting claims for custody, a court order shall be required; and**
2. In cases involving Filipino minors abandoned abroad, the Consular Official of the concerned Philippine FSP may initiate the passport application with the best interest of the minor being the primary consideration.

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### **For Minor Foundlings in the Philippines not for Adoption**

1. Personal appearance of minor applicant and the NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Foundling;
3. Letter of Guardianship issued by the Family Court; and
4. Valid identification card of the guardian.

### **For Minor Applicants who are Prospective Adoptees for Domestic Adoption**

1. Personal appearance of minor applicant and NACC Social Worker or Liaison Officer;
2. PSA-issued Certificate of Live Birth or Report of Birth or Certificate of Foundling;
3. Valid passport or valid government-issued ID of authorized NACC Social Worker or Liaison Officer;
4. Certificate of Child Available for Adoption or Deed of Voluntary Commitment / Certificate Declaring a Child Legally Available for Adoption issued by the National Authority for Child Care; and
5. Official letter or Special Power of Attorney signed by the NACC Regional Office authorizing the Social Worker to process and receive the passport of the minor applicant and must include a copy of valid government-issued ID and/or passport.

*Note: If an applicant is not accompanied by an authorized NACC Social Worker during the application process, the applicant must submit an SPA executed by the authorized NACC Regional Office designating the minor's companion to assist in the application process and must include a copy of valid government-issued ID and/or passport.*

### **For Minor Applicants who are Adoptees through Domestic Adoption**

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth or Report of Birth, indicating the child's adoptive name and name of adoptive parents;
3. Passports or other valid identification card of the adoptive parent/s or authorized adult companion; and
4. Certified True Copy of Court Decree of Adoption or NACC-issued Order of Adoption.

### **For Minor Applicants who are Prospective Adoptees for Foreign Adoption**

1. PSA-issued Certificate of Live Birth, Report of Birth or Certificate of Foundling;
2. Endorsement from NACC;
3. Certificate Declaring a Child Legally Available for Adoption or Deed of Voluntary Commitment;
4. Placement Authority issued by NACC;
5. Certificate for Issuance of Passport issued by NACC;

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6. Travel Clearance Certificate for adoptee;
7. Child Study Report; and
8. Clearance for Intercountry Adoption.

### **For Minor Applicants who are Adoptees through Foreign Adoption**

1. Personal appearance of minor applicant and adoptive parent/s;
2. Amended PSA-issued Certificate of Live Birth, Report of Birth;
3. Passport/s of adoptive parent/s or authorized adult companion. If the adoptive parents are foreign nationals, presentation of their valid foreign passports is acceptable; and
4. Certified True Copy of Court Decree of Adoption.