REQUIREMENTS for RENEWAL Passport Application of a MINOR

All clients are required to accomplish and submit the Health Declaration Form on-site when availing services at the Consulate.

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-acquiring their Philippine citizenship under RA 9225.

Minors (applicants under 18 years of age) must be accompanied by either parent or an authorized adult companion.

I.   CORE REQUIREMENTS

1. Confirmed online appointment.
2. Duly accomplished Application (Minor) Form No. 3.
3. Personal appearance by the minor and either of the parents (The applicant must come in proper business attire (with collar and sleeves). The applicant will be required to take off their eyeglasses, contact lenses and/or facial piercings and must be without heavy make-up, eyeliner and false eyelashes during photo, biometrics and data capture. Facial expression should be neutral with mouth closed. Ears should also visible. Forehead must be clear. Bangs/hair fringes must not cover the forehead or touch the eyebrows.).
4. Original latest passport of the minor applicant with photocopy of the data page showing the applicant's photo and complete name and details.
5. Original and photocopy of Philippine Statistics Authority (PSA)-issued Birth Certificate on Security Paper (if born in the Philippines) or PSA authenticated Report of Birth (if born outside the Philippines).
6. Original and photocopy of one of the following, whichever is applicable: a) Applicant's valid Permanent Resident (PR) card; b) Status Verification from IRCC if PR card has expired for more than two years; c) Valid confirmation of Permanent Residency for newly-landed immigrant; d) Dual Citizenship Identification Certificate; e) Latest valid Canadian Tourist Visa or valid Work Permit or valid Student Permit.
7. Original and photocopy of latest passport and/or valid government-issued photo ID of either parent.

*Aside from the above core requirements, the following requirements must be complied with in the following cases:

II.   ADDITIONAL REQUIREMENTS

If the applicant's parents are married and <u>only the father is accompanying the minor applicant</u>:

1. Original and photocopy of Marriage Certificate of parents.

If the minor applicant is an <u>illegitimate</u> child in custody of the mother but is <u>not accompanied by the mother</u> during the application process:

1. Special Power of Attorney (SPA) executed by the mother designating the minor's adult companion to assist in the application process. The SPA must have a copy of the mother's valid passport/government-issued photo ID attached. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad. If the mother is in the Philippines, the notarized SPA must be authenticated by DFA.
2. Original and photocopy of the latest passport or valid government-issued photo ID of the minor's adult companion.

If the minor applicant is a <u>legitimate</u> child but is <u>not accompanied by either parent</u> during the application process:

1. SPA Special Power of Attorney (SPA) executed by the parents or either parent designating the minor's adult companion to assist in the application process. The SPA must have a copy of the parent/s valid passport/government-issued photo ID attached. The SPA must be authenticated by the Philippine Embassy/Consulate if executed abroad.
2. Original and photocopy of the latest passport or valid government-issued photo ID of the minor's adult companion.

If the minor applicant is Derivative of a Dual Citizen under RA9225:

1. If born outside the Philippines, original and photocopy of PSA-issued Report of Birth on security paper.
2. Original and photocopies of the Identification Certificate, Oath of Allegiance and Order of Approval of the Dual Citizen parent issued by a Philippine Foreign Service Post (i.e., Philippine Embassy or Consulate General) or the Bureau of Immigration (BI).

If the minor applicant has discrepancy in data in his/her Birth Certificate (BC)/Report of Birth (ROB) and other documents:

1. If the discrepancy is in the applicant's first name in his/her BC, the applicant must submit a copy of the petition and supporting documents for correction of first name filed with the Local Civil Registrar (LCR) or Philippine Foreign Service Post (i.e., Philippine Embassy or Consulate General).
2. If the discrepancy is in other data of the applicant in his/her BC, the applicant must submit an annotated birth certificate authenticated by the PSA reflecting the corrected entry.
3. If the discrepant data is in the applicant's other documents, his/her BC shall be followed.

III. PASSPORT FEE AND MODE OF PAYMENT

1. Passport application fee is CAN$ 87.00; Lost Passport/Damaged Passport application fee is CAN$ 217.50 for e-Passport, CAN$ 130.50 for MRP or green/brown passport.
2. Notarization by the Consulate of Affidavit of Loss/Destruction of Passport/ Explanation fee is CAN$ 36.25
3. Applicants may pay the exact amount in cash or by money order/bank draft payable to the Philippine Consulate General.
4. Applicants who apply for passport during a consular outreach may pay by: a) Money order (e.g., Postal Money Order) payable to the Philippine Consulate General; b) Bank draft payable to the Philippine Consulate General.
5. Personal cheques, debit or credit cards are NOT ACCEPTED.

IV. PASSPORT RELEASE

1. The new passport shall be available in approximately 6 to 8 weeks after the date of application.
2. A self-addressed prepaid return envelope (with tracking number) PER APPLICANT must be provided upon submission of passport application. The applicant may secure said prepaid envelope from Canada Post (Xpresspost envelope) or from a courier service of their choice.
3. The Consulate will NOT ASSUME RESPONSIBILITY for passports/documents that may be lost in the mail.

For more information, please visit our website at www.vancouverpcg.org. Further queries may be sent to our email address: vancouverpcg@telus.net.