



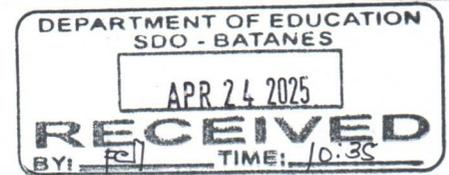
Republic of the Philippines
PROVINCE OF BATANES
BASCO



OFFICE OF THE PROVINCIAL GOVERNOR

2025-04-0196

21 April 2025



FOR INFORMATION

TO : ALL LOCAL DEPARTMENT HEADS, OICs, ICOs, SECTION CHIEFS
ALL NATIONAL GOVERNMENT AGENCIES
This Province

SUBJECT : CONDUCT OF PASSPORT-ON-WHEELS

We are pleased to inform you that the Department of Foreign Affairs (DFA) has confirmed the conduct of the **Passport-on-Wheels (POW)** in **Batanes** on **June 27 and 28, 2025**, to be held at the **Human Resource Training Center, Provincial Capitol Complex, Basco**.

A maximum of **300 applicants per day** (a total of **600 applicants over two days**) will be accommodated during this activity.

Interested applicants may submit their **completed application forms** along with **photocopies of the required documents** (please bring **original PSA certificates** for verification) to the **Provincial Heritage and Tourism Office, Capitol Ground**, from **April 28 to June 9, 2025**, for **pre-listing and pre-verification** of application requirements.

For your reference, the **list of requirements** and the **revised application form** are attached.

We also encourage all offices to help disseminate this information widely so that more residents may benefit from this rare opportunity to access this important front-line service right here in the province.

For further inquiries, you may contact us **Ms. Maria Rhodina B. Aguto** through the **Breathtaking Batanes Messenger account** or via mobile at **0929 230 5934**.


MARILOU HORLINA-CAYCO
Governor



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
PASSPORT APPLICATION FORM



THIS APPLICATION FORM IS NOT FOR SALE. PLEASE DO NOT LEAVE ANY SPACES BLANK, INDICATE N/A IF NOT APPLICABLE. PROVIDING FALSE STATEMENTS IN PASSPORT APPLICATIONS IS PUNISHABLE BY LAW (R.A. 11983).

APPLICATION TYPE:

ADULT MINOR (below 18 years of age)

ORDER OF PAYMENT: (FOR USE OF THE DFA ONLY,)

EXPEDITE (P 250.00) REGULAR (P 950.00) LOST/DAMAGED (P 1,300.00) OTHERS

LAST NAME / APELYIDO _____ MIDDLE NAME / GITNANG PANGALAN _____ DAY / MONTH / YEAR _____ DATE OF BIRTH / PETA NG KAPANGANAKAN _____	FIRST NAME / PANGALAN (JR. / II / III) _____ PLACE OF BIRTH / POOK NG KAPANGANAKAN (e.g. MAKATI MM or EGYPT) _____ SEX / KASARIAN <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE _____ NATIONAL ID NO. _____
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Civil Status: Single Married Widower Legally Separated Annulled

Present Address: _____	
Contact no.: _____	Email address: _____
Spouse's Name: _____	Spouse's citizenship: _____
Father's Name: _____	Father's citizenship: _____
Mother's Maiden Name: _____	Mother's citizenship: _____

Citizenship Acquired By: Birth Election Naturalization R.A. 9225 Others _____

Have you ever acquired foreign citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, from what country? _____ Mode of acquisition: <input type="checkbox"/> Birth <input type="checkbox"/> Naturalization <input type="checkbox"/> Others _____	Have you served in any foreign military? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, from what country? _____ Have you renounced your Philippine Citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been issued a foreign passport? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, from what country? _____	Have you ever been issued a Philippine passport? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, latest passport number? _____ Date of issue: _____ Place of issue: _____

I HEREBY DECLARE AND AFFIRM that (1) I am a Filipino citizen, (2) the information I provided in this application are true and correct, (3) the supporting documents are authentic, (4) I am aware that under the law, I am allowed to hold only one Philippine passport at any given time, (5) I am aware that making false statements in passport application, furnishing falsified or forged documents in support thereof are punishable by law.

PRIVACY POLICY: I understand that I am giving my unequivocal consent to the disclosure, collection, and use of my personal information and the data required under the New Passport Law and its Implementing Rules and Regulations. My consent effectively constitutes a waiver of any and all privacy rights pertaining to the disclosure, collection, and use of my personal information and data under the specific terms and condition found in the DFA Online Passport Appointment System Website's Privacy Policy and other pertinent DFA rules, regulations, policies on the matter, including the sharing of the above information with other Philippine Government agencies, subject to the Data Privacy Act of 2012. I authorize the DFA to publish my **First and Last Name** in the DFA website for the purpose of official advisory that my passport is available for release.

BY SIGNING BELOW, I acknowledge that I have carefully read this application form and fully understand its contents. I hereby voluntarily agree that if I am unable to attend my scheduled passport appointment or if my passport application is denied due to lack of documentary requirements or other reasons, my payment for the passport application will be forfeited and non-refundable.

Signature of Applicant or Parent / Legal Guardian (for minor applicants)

For MINOR applicants
 Accompanied by: _____
 Relationship to the applicant: _____
 Mobile No. (Accompanying adult): _____

In Case of Emergency
 Name of Emergency Contact: _____
 Mobile No.: _____ Relationship: _____
 Present Address: _____

FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.

REMARKS:	RECEIVED CANCELED PASSPORT: _____ WL VERIFICATION: _____
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Verifier: _____ Processor: _____ Encoder: _____

Signing Officer: _____ Transmission Officer: _____

BASIC REQUIREMENTS FOR ADULT NEW APPLICATIONS

1. Personal Appearance
2. Accomplished Application Form
3. Original and photocopy of **Philippine Statistics Authority (PSA) issued Certificate of Live Birth on Security Paper**; and
 - Married Females (who are using their spouse's last name) must also present Original and submit photocopy of **PSA-issued Certificate of Marriage on Security Paper or Report of Marriage**.
 - **Local Civil Registrar Copy** is required if PSA-issued documents are not clear or cannot be read.
4. Any of the following **acceptable IDs** with one (1) photocopy

Note: If a woman opts to retain maiden name, a PSA-issued Certificate of Marriage is not required.

Additional requirements may be required, please refer to the section below.

Supporting Documents for Adult 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:

In case of Late Registered PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling

- Original and photocopy of PSA-issued Certificate of Live Birth, Report of Birth, or Certificate of Foundling;
- At least one of the following on top of the basic requirements:
 - Additional primary government-issued valid ID accepted for passport application;
- If unable to provide an additional primary ID, the applicant must submit any two (2) of the following documents:
 - NBI Clearance (valid or expired);
 - School Records such as:
 - Form 137-A
 - Transcript of Records
 - Diploma obtained from Elementary, High School and/or College
 - If government employee, Service Record;
 - Member Data Record (MDR) from PhilHealth

List of Acceptable IDs for Philippine Passport Application

Applicant must present the **original with a photocopy** of the following valid identification:

- Philippine Identification (PhilID)
- Electronic Philippine ID
- Digital National ID (*printed copy must be submitted) *Applicants will be required to generate the digital ID via the website: <https://national-id.gov.ph/> or the eGovPH mobile application during processing for document verification.

The following IDs may also be used in lieu of the Philippine Identification (PhilID) / ePhilID:

- Social Security System (SSS) Card
- Government Service Insurance System (GSIS) Card
- Unified Multi-Purpose Identification (UMID) Card
- Land Transportation Office (LTO) Driver's License. Student Permit may be accepted if in card format.
- Professional Regulatory Commission (PRC) ID
- Overseas Workers Welfare Administration (OWWA) E-Card
- Commission on Elections (COMELEC) Voter's ID **or** Voter's Certificate issued from COMELEC main office in Intramuros, Manila.
- Philippine National Police (PNP) Permit to Carry Firearms Outside Residence
- Senior Citizen ID
- Airman License (issued August 2016 onwards)
- Philippine Postal ID (issued November 2016 until September 2023)
- Seafarer's Record Book (SRB) or Seafarers Identity Document (SID) (*must be issued Feb 2020 onwards) issued by the Maritime Industry Authority (MARINA)
- Valid or Latest Passport (For Renewal of Passport)
- School ID (if applicable) For minor applicants -(if school ID is not applicable) Certificate of Enrolment with photo of minor and dry seal of school For adult applicants -School ID and Certificate of Registration

Note

- For applicants based overseas, they may use their host government issued IDs showing their Philippine citizenship. (Example: Residence Card)
- All IDs presented should be readable, untampered and contain consistent information with the documents presented upon application.

Important Reminder: The Department may require additional supporting documents as may be necessary.

BASIC REQUIREMENTS FOR ADULT RENEWAL APPLICATION

1. Accomplished Application Form
2. Personal Appearance
3. Current ePassport with photocopy of data page; and
4. Original PSA-issued documents that will support the change of name.
 - Certificate of Marriage;
 - Annotated Certificate of Live Birth;
 - Annotated Certificate of Marriage to show annulment/divorce/court ordered instruction; and/or
 - Certificate of Death of Spouse.

Note: If a woman opts to retain maiden name, a PSA-issued Certificate of Marriage is not required.

BASIC REQUIREMENTS FOR ADULT RENEWAL (NON-ePASSPORT) APPLICATION

(Brown, Green, Machine Readable (Maroon) Passports or any older Passports)

1. Personal Appearance;
2. Accomplished Application Form;
3. Current Non-ePassport **with photocopy of data page;**
4. Original and photocopy of Philippine Statistics Authority (PSA) issued Certificate of Live Birth on Security Paper; and
 - Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA-issued Certificate of Marriage on Security Paper or Report of Marriage.
 - Local Civil Registrar Copy is required if PSA-issued documents are not clear or cannot be read.
5. Any of the following acceptable IDs with one (1) photocopy (please see the List of Acceptable IDs above)

Note: If a woman opts to retain maiden name, a PSA-issued Certificate of Marriage is not required.

BASIC REQUIREMENTS FOR MINOR NEW & RENEWAL APPLICATIONS

1. Accomplished Application Form;
2. Personal Appearance of minor applicant **and** either parent or authorized adult companion; and
 - The accompanying adult companion shall submit supporting documents depending on the case of the minor. The list can be found below.
3. 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.
4. School ID (for minors 8y/o and above).
5. Current ePassport **with photocopy of data page** (for renewal applications)

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:

In case applicant is a newborn (less than 1 year old) and has 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 Report of Birth or first indorsement from Consular Records Division (CRD).

In case the minor applicant's PSA-issued Certificate of Live Birth was registered one (1) year after the event, the applicant must submit at least one (1) of the following supporting documents:

- School Records; or
- Baby book or health record or its equivalent document.

In case of marital minor applicant

- Valid Philippine passport or other competent proof of identity of the accompanying parent and the copy of his/her spouse's passport or other competent proof of identity;
- If the accompanying parent is an alien, the non-Filipino parent must present his or her foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity; and

- If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.

In case of non-marital minor applicant

- Only the mother applicant shall accompany the minor applicant in the passport application process;
- 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
- Passport or Valid Government issued ID of authorized adult companion (please see the List of Acceptable IDs above)

In case applicant is not accompanied by the parent/s during the application process

- Applicant must submit a Special Power of Attorney executed by either of the minor's parents or his/her legal guardian designating an adult companion to assist in the application process. The Special Power of Attorney must be authenticated by the Philippine Embassy/Consulate if executed abroad;
- Passport or Valid Government issued ID of authorized adult companion (please see the List of Acceptable IDs above); and
- Special Power of Attorney must have a copy of parent/s valid ID and/or passport attached.

If the applicant is a non-marital minor whose mother is deceased but acknowledged by the father:

- 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 Government issued ID of biological father and legal guardian (please see the List of Acceptable IDs above)

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)

If the applicant is a non-marital minor and mother is deceased / absent and father is unknown:

- Personal Appearance of minor applicant and court-appointed legal guardian
- PSA Birth Certificate
- Valid Passport or valid government ID* of adult guardian (please see the List of Acceptable IDs above)
- 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.

Please see complete list of passport requirements at:

<https://consular.dfa.gov.ph/services/passport/requirements>

Please see complete list of acceptable Valid IDs at:

<https://consular.dfa.gov.ph/services/passport/requirements/valid-ids-for-passport-application>