

## **Passport Renewal for Adults**

### **Core Requirements:**

1. Personal Appearance of Applicant
2. Confirmed Online Appointment
3. Original Passport
4. One (1) photocopy of the passport data page
5. Duly Accomplished Passport Renewal Application Form
6. Passport fee of AED 240.00

### **Case-Specific Additional Requirements:**

#### **For married women who opt to retain their maiden name:**

- Marriage Contract is not required.

#### **For married women who opt to use their spouse's surname/ last name:**

- Certified Original Copy of Marriage Certificate or Report of Marriage from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
- Photocopy of the said document
- If married abroad:
  - Report of Marriage (valid for 1 year)
  - Photocopy of the said document.
- ❖ **Note: The validity of a DFA authenticated certificate is within five (5) years from the date of its issuance.**

#### **For married women who would like to revert to their maiden name:**

##### **For widowed applicants:**

- Certified Original Copy of Death Certificate of the deceased husband from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
- Certified Original Copy of Birth Certificate from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
- Photocopy of the said documents

##### **For annulled marriage:**

- Certified Original Copy of Annotated Null and Void Marriage Contract from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
- Certified True Copy (CTC) of Court Order effecting the annulment.
- Certified Original Copy of Birth Certificate from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila

**For divorced marriage:**

- Certified True Copy (CTC) of the Divorce Decree duly authenticated by the Philippine Embassy or Consulate where the divorce was obtained or by the concerned foreign diplomatic or consular mission in the Philippines.
- Certified True Copy (CTC) of Philippine Court recognition of foreign divorce decree must also be present
- Certified Original Copy of Marriage Contract with the annotation of the Divorce Decree from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
- Certified Original Copy of Birth Certificate from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila

❖ **Note: The validity of a DFA authenticated certificate is within five (5) years from the date of its issuance.**

**For change of name due to legitimation upon subsequent marriage of parents, or as ordered by Philippine courts or by the Civil Registrar General:**

- Certified Original Copy of Birth Certificate with annotation reflecting the change of name due to legitimation from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
  - Photocopy of the said document.
- ❖ **Note: The validity of a DFA authenticated certificate is within five (5) years from the date of its issuance.**

**For change of name due to adoption:**

- Certified Original Copy of Birth Certificate reflecting the adoptive surname from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
  - Photocopy of the said document.
- ❖ **Note: The validity of a DFA authenticated certificate is within five (5) years from the date of its issuance.**

**For changes in name under Republic Act 9048:**

Republic Act (RA) 9048 authorizes the city or municipal civil registrar or the consul general to make the following changes in name, without the need of a judicial order:

1. Correction of clerical or typographical errors in any entry in civil registry documents, except corrections involving the change in sex, age, nationality and civil status of a person
  2. Change of a person's first name in his/her civil registry document under certain grounds specified under the law through administrative process
- Certified Original Copy of Birth Certificate with annotation reflecting change of entry from the Philippine Statistics Authority (PSA) duly authenticated by the Department of Foreign Affairs in Manila
  - Photocopy of the said document.

- ❖ Note: The validity of a DFA authenticated certificate is within five (5) years from the date of its issuance.

Holders of Brown Passports or passports issued prior to 01 May 1995:

- Original brown passport
- Photocopy of passport pages: data page, 2nd, 3rd, 4th and last page
- One of any of the [IDs](#) or two of any [supporting documents in this list](#).

Green Passport or passports issued after 01 May 1995:

- Original green passport
- Photocopy of the data page and last page of passport
- One of any of the [IDs](#) or two of any [supporting documents in this list](#).

Machine Readable Passport (MRPs, or Passports whose numbers start with "XX") issued in the year 2007:

- Original passport
- Photocopy of the data page and last page of passport
- One of any of the [IDs](#) or two of any [supporting documents in this list](#)

**RENEWAL REGULAR PASSPORT APPLICATION FORM (ADULT)**

THIS FORM IS NOT FOR SALE

**EMBASSY OF THE PHILIPPINES**

Abu Dhabi, United Arab Emirates

**INSTRUCTIONS:** Please PRINT entries legibly using **black or blue ink** only. Supply all necessary information and indicate "**N/A**" for entries with no answers. Tick (✓) boxes as appropriate.

<b>CAPTURE SITE PRE-PROCESSING (Do not write on this part)</b>		
<b>APPOINTMENT VERIFICATION:</b>		<b>REMARKS:</b>
<b>PASSPORT APPLICANT'S INFORMATION</b>		
<b>1. LAST NAME</b>		
<b>2. FIRST NAME</b>		
<b>3. MIDDLE NAME</b>		
<b>4. SEX</b>	<b>5. DATE OF BIRTH (ex. 01 JAN 2011)</b>	<b>6. PLACE OF BIRTH</b> (For born in the PHL: Municipality/City & Province For apps born outside the PHL: Country)
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	D D    M M M    Y Y Y Y	
<b>7. CIVIL STATUS</b>	<b>8a. HOW DID YOU ACQUIRE PHL CITIZENSHIP?</b>	<b>8b. DID YOU EVER LOSE YOUR PH CITIZENSHIP?</b>
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWER <input type="checkbox"/> NULLIFIED/ ANNULLED <input type="checkbox"/> DIVORCED	<input type="checkbox"/> BY BIRTH <input type="checkbox"/> BY NATURALIZATION <input type="checkbox"/> BY RE-ACQUISITION (R.A. No. 9225) <input type="checkbox"/> BY ELECTION <input type="checkbox"/> BY LEGISLATION	<input type="checkbox"/> YES <input type="checkbox"/> NO  <b>8c. ARE YOU CURRENTLY A CITIZEN OF ANOTHER COUNTRY?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>8d. IF YES, FROM WHAT COUNTRY?</b> <hr/> <b>8e. HAVE YOU SERVED IN ANY FOREIGN MILITARY?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>APPLICANT'S CONTACT DETAILS</b>		
<b>9a. PRESENT ADDRESS: (COMPLETE ADDRESS IN THE UAE)</b>		
<b>9b. HOME ADDRESS: (COMPLETE ADDRESS IN THE PHILIPPINES)</b>		
<b>10. TELEPHONE/MOBILE NUMBER:</b>		
<b>11. E-MAIL ADDRESS:</b>		
<b>12. (IF MARRIED) APPLICANT'S SPOUSE'S NAME:</b>		
<b>13a. PERSON TO CONTACT IN CASE OF EMERGENCY:</b>	<b>13b. TEL/MOBILE NO. OF PERSON TO NOTIFY IN THE UAE/PHILIPPINES IN CASE OF EMERGENCY:</b>	

PARENTAL INFORMATION		CURRENT PASSPORT DETAILS OF APPLICANT
14. FATHER'S DETAILS LAST NAME:	15. MOTHER'S DETAILS (MAIDEN NAME) LAST NAME:	16a. PASSPORT NUMBER:
FIRST NAME:	FIRST NAME:	16b. DATE OF ISSUE:
MIDDLE NAME:	MIDDLE NAME:	16c. DATE OF EXPIRY:
CITIZENSHIP (at time of applicant's birth):	CITIZENSHIP (at time of applicant's birth):	16d. ISSUING AUTHORITY:
STATUS OF CURRENT PASSPORT		
17. PLEASE CHOOSE AS APPLICABLE:		
<input type="checkbox"/> PASSPOR INTACT <input type="checkbox"/> LOST VALID PASSPORT <ul style="list-style-type: none"> <li>• Affidavit of Loss</li> <li>• Police Report (in English)</li> </ul> <input type="checkbox"/> DAMAGED PASSPORT <ul style="list-style-type: none"> <li>• Affidavit of Explanation</li> </ul> <input type="checkbox"/> LOST EXPIRED PASSPORT <ul style="list-style-type: none"> <li>• Affidavit of Explanation</li> </ul>		
DECLARATION OF PARENT OR LEGAL GUARDIAN OF THE APPLICANT		
<p>I HEREBY DECLARE AND AFFIRM that 1) I am a Filipino citizen. 2) The information provided in this application is true and correct. 3) The supporting documents attached are authentic. 4) I consent to the verification by the Philippine Government of the information I provided to establish the applicant's personal particulars and further consent to its use for any lawful purpose. 5) I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. 6) I am aware that under the law, the applicant is only allowed to hold one valid regular Philippine passport at a given time. 7) I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. 8) I understand and accept that the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs.</p>		
<hr style="width: 100%;"/> <b>18. SIGNATURE OVER PRINTED NAME</b>		<hr style="width: 100%;"/> <b>19. DATE (ex. 01 JAN 2019)</b>
DO NOT WRITE BELOW THIS LINE. FOR THE DEPARTMENT'S USE ONLY.		
REMARKS:	PASSPORT WATCHLIST VERIFICATION:	RETURNED CANCELLED PASSPORT Passport Signature of Applicant:
PROCESSOR'S SIGNATURE:	ENCODER'S SIGNATURE:	
OFFICIAL RECEIPT/PAYMENT SLIP NO.:	DATE OF TRANSACTION:	
END		