

## **Passport Renewal for Adults**

**Step 1:** Book an appointment for ePassport renewal at the Philippine Embassy Global Online Appointment System (GOAS) using this link: <https://abudhabipe.dfa.gov.ph/goas>

Note: All applicants are informed that since slots are limited, there may be instances when attempts in getting an appointment may not be successful. However, please check from time to time for available slots.

Scheduling of passport appointment is **free** of charge. The public is advised to report "**fixers**" selling passport appointment slots so that appropriate legal action may be taken against them.

**Applicants are REMINDED to book their appointments ONE (1) YEAR prior to expiration of their passports.**

**Step 2:** Personally appear on the date and time of appointment with the following **Core Requirements:**

- Print the accomplished GOAS Passport Application Form
- Current ePassport with **photocopy of data page**
- 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:**

- Philippines Statistics Authority (PSA) issued Certificate of Marriage/Report of Marriage duly authenticated by the Department of Foreign Affairs in Manila. (*Original and Photocopy*)
- 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:*

- Philippine Statistics Authority (PSA) issued Death Certificate of the deceased spouse duly authenticated by the Department of Foreign Affairs in Manila. (*Original and photocopy*)
- Philippine Statistics Authority (PSA) issued Birth Certificate duly authenticated by the Department of Foreign Affairs in Manila. (*Original and photocopy*)

*For annulled marriage:*

- Philippine Statistics Authority (PSA) issued Certificate of Marriage and Certified True Copy (CTC) of Court order effecting the annulment duly authenticated by the Department of Foreign Affairs (DFA) in Manila. (*Original and photocopy*)
- Philippine Statistics Authority (PSA) issued Birth Certificate duly authenticated by the Department of Foreign Affairs in Manila. (*Original and photocopy*)

*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. (*Original and photocopy*)
- Certified True Copy (CTC) of Philippine Court recognition of foreign divorce decree and Philippine Statistics Authority (PSA) issued Marriage Contract with the annotation of the Divorce Decree duly authenticated by the Department of Foreign Affairs in Manila. (*Original and photocopy*)
- Philippine Statistics Authority (PSA) issued Birth Certificate (BC) duly authenticated by the Department of Foreign Affairs in Manila. (*Original and photocopy*)

- ◆ **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:**

- Philippine Statistics Authority (PSA) issued Birth Certificate with annotation reflecting the change of name due to legitimation duly authenticated by the Department of Foreign Affairs (DFA) in Manila. (*Original and photocopy*)

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

**Change of Name due to Adoption:**

- Philippine Statistics Authority (PSA) issued Birth Certificate, reflecting the adoptive surname duly authenticated by the Department of Foreign Affairs (DFA) in Manila. (Original and photocopy)

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

**Changes in Name in accordance with 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:

- 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
- Change of a person's first name in his/her civil registry document under certain grounds specified under the law through administrative process

**Requirement:** Philippine Statistics Authority (PSA) issued Birth Certificate with annotation reflecting change of entry duly authenticated by the Department of Foreign Affairs (DFA) in Manila. (*Original and photocopy*)

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

**In case applicant is a dual citizen:**

- If the applicant possesses dual citizenship from birth (i.e., one parent is a Filipino while the other parent is a citizen from which the applicant's other citizenship is derived; or, have both Filipino parents but was born in a country which applies jus soli citizenship; etc.)
  - Original and photocopy of PSA-authenticated Birth Certificate / Report of Birth
- If the Filipino citizenship was reacquired or retained as specified by RA 9225
  - Original and photocopy of identification certificate issued by a Philippine Foreign Service Post (FSP) or by the Bureau of Immigration (BI)

**Holders of Brown Passports or Passports Issued prior to 1 May 1995:**

- Current passport with photocopy of data page, passport pages 2,3,4, and last page
- One (1) of any of the acceptable IDs in this list

**Green Passport or Passports issued after 1 May 1995:**

- Current passport with photocopy of data page and last page of passport
- One (1) of any of the acceptable IDs in this list

**Machine readable passports (MRPs, or passports whose numbers start with “XX”) issued in the year 2007:**

- Current passport with photocopy of data page and last page of passport
- One (1) of any of the acceptable IDs in this list

**List of Acceptable IDs (any of the following):**

- Social Security System (SSS) / Government Service Insurance System (GSIS) Unified Multi-Purpose Identification Card (UMID)
- 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) / Integrated Department of Labor and Employment (iDOLE) Card
- Commission on Elections (COMELEC) Voter's ID **or** Voter's Certification from the Election Officer with Dry Seal
- Philippine National Police (PNP) Firearms License
- Senior Citizen ID
- Airman License (issued August 2016 onwards)
- School ID (if applicable)
- Current valid ePassport (for renewal of ePassport)
- For applicants based overseas, they may use their host government issued IDs showing their Philippine Citizenship (example: Residence Card)

**Step 3:** Get a priority number at the Information Center

**Step 4:** Wait for the number to be called. The processor will check if the application form is duly accomplished and if the requirements are complete.

**Step 5:** If cleared by the Processor, pay the passport fee (AED 240.00) at the Cashier. If not cleared, follow instructions given by the Processor and return to the Embassy once instructions are accomplished.

**Step 6:** Proceed to the encoding section for the capturing of the biometrics.

**Step 7:** Check the accuracy or correctness of the data while the encoder is typing. Should there be an error in the passport, the applicant will be charged for the subsequent renewal of the passport to correct the error.

**Step 8:** Wait for 5 to 8 weeks to claim your passport. **DO NOT FORGET TO BRING YOUR OLD PASSPORT FOR CANCELLATION AND YOUR RECEIPT.** Passports can only be released to the applicant, unless the applicant is minor, in which case, the passport can be released to either parent upon presentation of identification.

**NOTE:** *For those who cannot personally claim the passport, they can only authorize immediate family members to claim on their behalf by presenting an authorization letter and a photocopy of any valid identification card.*

Applicants are kindly requested to visit this [link](#) for the list of available passports for pick-up.

**NOTE:** Unclaimed passport beyond six (6) months will be sent back to the Department of Foreign Affairs in Manila for proper disposal.