

## **Passport Renewal for Minor (17 years old and below)**

**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>

**Step 2:** Prepare the following requirements:

- Print the accomplished GOAS Passport Application Form
- Current ePassport of minor applicant with photocopy of data page
- Personal appearance of the child and either parent. If the child's age is seven (7) years and below, only the mother can apply for the child's passport;
- Certificate of Marriage / Report of Marriage issued by the Philippine Statistics Authority (PSA) is required if only the father files for the application (original and photocopy)
- Certificate of Live Birth / Report of Birth issued by the Philippine Statistics Authority (PSA) (original and photocopy)
- Passport of either parent with one (1) photocopy of data page
- Passport fee of AED 240.00 (please bring exact amount)

**Note:**

- The validity of DFA authenticated certificates are for five (5) years from the date of issuance
- PSA documents may be requested online through this link: <https://www.psaserbilis.com.ph/Census/Index#!>

**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.