

Minor New ePassport (For infant born in the UAE to Filipino parent/s)

Step 1: Book an appointment for ePassport renewal at civilregistry_auhpe@yahoo.com

Step 2: Prepare the following requirements:

- Accomplished [Passport Application Form](#) for Minors. Only the mother can apply for the infant's passport
- [Report of Birth](#) issued by the Embassy (original and photocopy)
- Passport of the parent(s) with one (1) photocopy of data page
- Passport fee of AED 240.00
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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.