

FAQ- PHILIPPINE PASSPORT APPLICATION

Q: This is my first time to apply a passport. What are the requirements?

(First-time ko kasi magaaapply ng passport. Anu-ano ba ang mga kailangan?)

A: General Requirements as follows:

- ✓ 1 Valid ID (any of the following: SSS ID/UMID, Voters ID, Drivers License or PRC ID)
- ✓ NSO/PSA Copy of Birth Certificate (must be latest and original)
- ✓ NBI Clearance ("For Travel Abroad"- color green).
- ✓ NSO/ PSA Copy of Marriage Certificate (for married women)

Q: I am applying for a renewal. What are the requirements?

(Magpaparenew ako ng passport. Anu- ano ba ng mga kailangan?)

A: Requirements as follows:

- ✓ 1 Valid ID (any of the following: SSS ID/UMID, Voters ID, Drivers License or PRC ID)
- ✓ Your Old Passport
- ✓ If in case your old passport expired last 2010 or earlier (eg. Expired passport No. XX), you will apply requirements for a new passport

Q: I lost my passport and I can't find it up to now. What should I do?

(Nawala ang pasaporte ko, ano ba ang dapat kong gawin?)

A: Aside from the general requirements above, you will need the Affidavit of Loss stated your passport number, date lost and other details.

Q: How much is your Passport Processing and how long is this?

(Magkano ang magpapassport sa inyo at gaano katagal ito?)

A: Our Passport Processing is Php 2,000.00. The processing of the said document is from 12 to 15 working days (weekends & holidays not included) after your scheduled appointment date.

Q: I am a student and I want to apply for a passport. However, what I can provide for now is my School ID. Is that already accepted?

(Gusto kong kumuha ng passport pero estudyante pa lang ako. Pwede na ba yung School ID lang ang maipakita ko?)

A: In that case, we can advise you that kindly provide additional documents proving your identity such as Form 137, school yearbook or other school credentials. Kindly take note that the School ID must have your signature for reference.

Q: I already have a Job Order abroad from my agency and I will leave the country soon. My problem is I don't have a passport yet. Can your Travel Agency give me the earliest date?

(May binigay na Job Order sa akin mula sa inaplayan kong agency ang kaso wala pa akong passport. Pwede ba ako maschedule ng pinaka-maagang date?)

A: The schedule of our Passport Processing is fast pacing so we cannot assure the exact date you request. However, if you have already your Job Order, you may proceed directly to DFA Ortigas and state your situation.

For other questions or concerns, you may call LJ4 Travel and Tour Services at (02) 931-4801. 😊