

**PHILIPPINE CONSULATE GENERAL
OSAKA, JAPAN**

**CHECKLIST FOR PASSPORT
APPLICATION REQUIREMENTS**

RENEWAL OF PASSPORT

- Personal appearance of applicant;
- Duly accomplished application form;
- Passport for renewal;
- Present original and photocopy of the applicant's Report of Birth (ROB) or authenticated NSO Birth Certificate (if required by the consular officer);
- Photocopy of the data page of the passport being renewed, visa page, latest arrival stamp. If renewing from green or maroon-colored passport, include last page and amendment page, if applicable;
- If applicant is a minor (under 18 years old), photocopy of data page of the parent/legal guardian's valid passport (applicant shall be accompanied by the parent/legal guardian). The legal guardian must have a Special Power of Attorney (SPA);
Note: The Consular Officer reserves the right to require additional proof or documents, pursuant to the Philippine Passport Law (R.A. 8239) for the purpose of verifying the identity, citizenship and personal circumstances of the applicant.
- Self-addressed envelope with postage stamps worth JPY900
- Passport renewal fee of JPY5,820 paid in cash)

- If applicant would like to use the surname of spouse**, submit original and photocopy of authenticated NSO Marriage Certificate or Report of Marriage

- If applicant is an adopted person:**
 - Original and photocopy of authenticated Court Decree of Adoption; and
 - Original and photocopy of the new and annotated certificates of birth issued by the Office of the Civil Registrar General (OCRG).

- If child is legitimated by subsequent marriage of parents:**
 - Original and photocopy of authenticated NSO birth certificate or Report of Birth with annotation on legitimation; and
 - Original and photocopy of authenticated NSO Marriage Certificate or Report of Marriage of parents

- If applicant would like to revert to maiden name:**
 - If widowed:**
 - Original and photocopy of authenticated NSO Death Certificate of Deceased Spouse if death occurred in the Philippines or *koseki tohon* if death occurred in Japan.

 - If marriage is annulled:**
 - Original and photocopy of authenticated NSO Marriage Certificate or Report of Marriage with annotation on the dissolution of marriage; and
 - Original and photocopy of authenticated Philippine Court Order declaring the nullity of marriage

 - If divorced:**
 - Original and photocopy of authenticated NSO Marriage Certificate or Report of Marriage with annotation on the divorce; and
 - Original and photocopy of authenticated Philippine Court Order recognizing the validity of the foreign divorce