

REQUIREMENTS FOR ALL APPLICANTS

- **Personal Appearance** is required (*except when the applicants are 8 years old and younger, 65 years old and older or mentally or physically incapacitated*).
- **Duly accomplished application form.**
- **THREE (3) colored photos** of the applicant taken against a **royal blue** background. Applicant should be in **decent attire with collar**.
- Photos must be good quality, and must have been taken with the **last six (6) months**. Photo size: 4.5cm x 3.5cm. Facial image size: 70%-80% of photo. The Philippine Embassy has the right to reject photos that do not comply with specifications and international standards.
- **Other supporting documents as may be required by the processing officer.** (please refer to the list below.)
- The passport fee is **£36**.

ADDITIONAL REQUIREMENTS FOR PASSPORT RENEWAL

1. Applicant's old passport
2. Photocopy of old passport's data page.
3. If passport being renewed is the old brown passport, submit supporting documents with complete middle name.

ADDITIONAL REQUIREMENTS FOR FIRST TIME APPLICANTS (CHILDREN BORN OUTSIDE THE PHILIPPINES)

1. The original and four (4) photocopies of the child's birth certificate bearing both parents' names.
2. Four (4) completed Report of Birth Forms which are available at the Embassy or at our website. The Report of Birth fee is **£18**. A late registration fee of **£18** is added if the child had been born for more than a year.
3. Four (4) photocopies of the data page of the parent's valid Philippine passport.

ADDITIONAL REQUIREMENTS FOR MARRIED WOMEN WHO WISH TO USE SURNAME OF SPOUSE IN THEIR PASSPORTS

(Note: The Embassy will no longer process applications for amendment of name in a machine readable passport. Applicants are required to renew the passport instead)

1. If married in the Philippine, the original and a photocopy of the marriage certificate (authenticated by the National Statistics Office). A copy of husband's valid passport or birth certificate.
2. If marriage is performed outside the Philippines, (a) the original and four (4) copies of the Marriage Certificate, (b) four (4) duly accomplished Report of Marriage forms (which are available at the Embassy and at the Embassy website), (c) four (4) passport size photos of husband and wife, taken within the last 6 months, (d) four (4) photocopies of the passports of the husband and wife. The Report of Marriage fee is **£18**. If the marriage had been solemnized for more than a year prior to the filing of Report of marriage, there is an additional fee of **£18** for late registration.
 - In case of death of husband, applicant must provide the original and four (4) copies of the death certificate of the late husband.
 - In case of divorce or annulment, applicant must provide four (4) photocopies of the divorce or annulment papers. Please note that the applicant may have her name changed to that of her second spouse only if the petitioner of the divorce of the previous marriage is the foreign spouse.

ADDITIONAL REQUIREMENTS FOR THE REPLACEMENT OF LOST PASSPORTS

Please note that there is a 21-day waiting period for this service, prior to actual processing of the passport.

1. Two (2) completed passport application forms.
2. Two (2) copies of the affidavit of loss. This form is available at the Embassy and at the Embassy website.
3. Four (4) passport size photos, taken within the last 6 months.
4. The original and one (1) photocopy of marriage contract with registry number if applicant is married.
5. Photocopy of the lost passport, if available. If the photocopy of the lost passport is not available, applicant may present an authenticated birth certificate, and/or other identification cards/supporting documents.
6. The total fee for the replacement of a loss passport is **£83.00 (£86.00 which includes £3.00 fax verification fee for lost passports issued outside the U.K.)**

LIST OF OTHER SUPPORTING DOCUMENTS

Marriage Contract	Baptismal Certificate
PRC/IBP ID	Seaman's Book
Land Title	
Driver's License	
Government Service Record	
Old SSS-E1 form	
Transcript of Records	
Voter's Registration Record	

REMINDERS

- Passports unclaimed after six (6) months will be cancelled per Department Order no. 37-03.
- The Embassy is authorized to reject applications not supported by sufficient documentary requirements.

The Philippine Embassy Consular Section is located at 6 Suffolk Street, London, SW1Y 4HG. The Embassy is open from 9:00 am to 1:00 pm and 2:00 pm to 5:00 pm, Mondays thru Fridays, except holidays. After submission of applications, applicants will be notified when processed passports will be ready for collection.

TO CLAIM PASSPORTS:

- Passports may be claimed in person by the applicant after 4-6 weeks from the date of application or completion of the computer generated form for the passport.
- Passport may be posted to the applicant by the Embassy upon submission of a self-addressed special delivery prepaid envelope at the time of the application.