

**LIST OF REQUIREMENTS
FOR THE APPLICATION FOR THE NEW
PHILIPPINE MACHINE READABLE PASSPORT (MRP)**

A. RENEWAL

1. Duly accomplished passport application form
2. Three (3) colored photos (1.77"x1.37" or 4.5cmx3.5cm) taken within the last six (6) months, with ROYAL BLUE / DARK BLUE background and preferably in MATTE PAPER. Photos must comply with specifications set by the Department of Foreign Affairs in accordance with international standards. Guidelines on the new photo requirements can be accessed at www.dfa.gov.ph and www.philembassy-riyadh.org.
3. Old Philippine passport and photocopies of first (with personal data) and last (with signature of the signing officer) pages
4. Personal appearance before a consular staff to affix signature and thumb marks on the Computer Generated Form (CGF) for the application for the new Philippine Machine Readable Passport (MRP)
5. FEE: SR200.00 (Machine Readable Passport with 44 pages)

B. NEW PASSPORT FOR CHILDREN BORN IN KSA

1. Duly accomplished passport application form
2. Three (3) colored photos (please see specifications mentioned in A.2 above)
3. Original birth certificate duly authenticated by the Saudi Ministry of Foreign Affairs (translated into English and **3** sets of copies of the Arabic and English birth certificates) and/or other supporting documents
4. Marriage contract of parents duly authenticated by the Department of Foreign Affairs, Manila (if married in the Philippines) or authenticated by the Saudi Ministry of Foreign Affairs (if married in KSA) **3 photocopies**
5. Photocopies of parents' passports **3 photocopies - data page only**
6. Report of Birth Form accomplished in **quadruplet (4 copies)**
7. Personal appearance (PA) of minor children aged 8 and above; PA of either parent for children below 8 years old; and PA of the mother in case of illegitimate children below 8 years old
8. FEES: SR200.00 (MRP), SR100.00 (Report of Birth)

C. REPLACEMENT OF LOST PASSPORT

1. Duly accomplished application form
2. Three (3) colored photos (please see specifications mentioned in A.2 above)
3. Photocopy of the lost Philippine passport. A 15-day waiting period will be enforced to allow the Embassy to verify the issuance with the concerned authority.
4. Local police/immigration report on the loss of passport (translated in English)
5. Copy of the newspaper publication on the loss of passport (translated in English)
6. Two (2) copies of Affidavit of Loss
7. Personal appearance as in A.4 above
8. FEES: SR460.00 (if lost passport was issued in Riyadh) SR540.00 (if issued outside Riyadh)

N.B.:

Applications for the Machine Readable Passport are sent weekly to Manila where MRPs are centrally issued and printed. Hence, releasing of the new MRP will take more or less thirty (30) calendar days.

**REMINDER: APPLICANT SHOULD FILE HIS /HER APPLICATION
WHERE HE / SHE IS PHYSICALLY PRESENT**

<i>Received New / Cancelled Passport</i>	<i>Date Received / Remarks</i>