



### REQUIREMENTS FOR SIMPLE PASSPORT RENEWAL

(No change in surname due to marriage, widowhood or adoption,  
not first time passport application)

1. **Personal appearance** for biometric data capture (photo, signature, fingerprint)  
For minors below 18 years of age - personal appearance of the parent or legal guardian
2. Duly accomplished **passport application form**
3. **Current passport** – original passport *and* photocopies of data page and valid visa page (if any)
4. **Passport fee** EUR 54,00 in cash
5. For applicants who wish to collect their new passport by mail: A self-addressed size B5 (250x176mm) **return envelope** with Eur 3,60 in stamps for registered mail
6. For applicants who wish to be issued a Certificate of Identity and Registration (CIR) card – free of charge: **Two ID photographs** 2.5 cm x 2.5 cm in size

#### IMPORTANT

- For those seeking a **change of name** in their passport, and other special cases, please refer to the instruction sheets on the Embassy website on passport services
- Please check the Place of Birth indicated in your current passport. If the city/municipality and province are not specified, then you need to submit a **Birth Certificate issued on NSO security paper** *plus* 1 photocopy.
- The Embassy reserves the right to require the submission of **additional supporting documents** when necessary.
- Applicants should **dress properly** for the passport photo.
  - Applicants must be in **decent attire**, preferably with collar. No T-shirts, dresses with plunging necklines, sleeveless garments and similar clothing are allowed.
  - For women: no large earrings
  - For men: earrings are absolutely not allowed
  - For both men and women: no colored contact lenses, nose rings and lip rings

#### Further inquiries

For further questions, please call **030 / 864 95 023** or **013** after 14:00 H or e-mail [info@philippine-embassy.de](mailto:info@philippine-embassy.de).