

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
AMBASSADE I REPUBLIKKEN FILIPPINERNE
COPENHAGEN, DENMARK**

Philippine Passport New Application (Adult)

Checklist of Core Requirements:

- ☐ Confirmed online appointment
- ☐ Personal appearance
- ☐ Accomplished application form
- ☐ Original and one (1) photocopy of the PSA-issued Birth Certificate, PSA-issued Report of Birth, or PSA-issued Certificate of Foundling;
- ☐ Original and one (1) photocopy of any one of the following valid Philippine-government issued IDs: Philippine Identification (PhilID), SSS/GSIS card; UMID Card; LTO driver's license; PRC ID; OWWA E-card; COMELEC Voter's ID; PNP Firearms License; PH Senior Citizen ID; Philippine Postal ID; School ID, or Denmark/Greenland/Faroese issued IDs (i.e. CPR card, Driver's license).
- ☐ Passport service fee of DKK480.00 in exact amount, and Notarial fee of DKK 280.00 (if required) in Danish krone only. If with a Danish bank account, payment via instant/expedite bank transfer is preferred. Payment instructions will be provided upon receipt of your appointment confirmation.
- ☐ Self-addressed registered envelope with sufficient stamps (Rek & Value for Traceable envelopes or packages) if you prefer to have your new passport mailed to your address. For registered mail within Denmark, ensure that stamps are worth DKK 96. For registered mail outside Denmark, including Faroe Islands, Greenland, Sweden, Iceland, Finland, and Germany, ensure that the amount of the stamps are correct.

Additional documents are required for the following special cases:

- For married females requesting to use spouse's last name -
 - Original and one (1) photocopy of PSA-issued Marriage Contract (MC) or PSA-issued Report of Marriage (ROM) approved by the Philippine Embassy in Copenhagen, for married females who wish to use their spouse's surname. However, the ROM or MC is not required if she opts to retain maiden name.
- For applicant with dissolved marriage requesting to revert to her maiden surname -
 - ☐ Original and photocopy of PSA-issued Marriage Certificate (MC) or PSA-issued Report of Marriage (ROM) with annotation reflecting the nullity or dissolution of marriage stating that the marriage has been dissolved; OR
 - Certified True Copy of the Court Order and Certificate of Finality dissolving the marriage, if annotated MC or ROM from PSA is not yet available
- For widowed applicant requesting to revert to her maiden surname -
 - ☐ Original and photocopy of PSA-issued Marriage Certificate (MC) or PSA-issued Report of Marriage (ROM);
 - Original and photocopy of PSA-issued Death Certificate of the deceased spouse;
 - Original and photocopy of PSA-issued Birth Certificate or old Philippine issued passport reflecting maiden name
- For applicant who reacquired or retained Philippine citizenship as specified in R.A. No. 9225 -
 - ☐ Original and photocopy of Identification Certificate, Order of Approval and Oath of Allegiance issued by a Philippine Foreign Service Post (FSP) or by the Philippine Bureau of Immigration (BI)
 - ☐ Original and photocopy of foreign passport's data pages
 - ☐ Government issued IDs (Philippine or from country of second citizenship)
- For naturalized Filipino citizen -
 - ☐ Original and photocopy of Certificate of Naturalization, Certificate of Retention/ Reacquisition of Philippine Citizenship, or Identification Certificate issued by BI

- For unreadable entries of the PSA-issued certificates -
 - ☐ Original and one (1) photocopy of Local Civil Registrar's copy
- Other reasons of reversion to maiden name -
 - ☐ Notarized Affidavit of Explanation that includes request for the reversion of maiden name in the Philippine passport or travel document and stating she has not hitherto availed of the reversion.

Note: Please upload PDF or JPEG copies of all documentary requirements applicable to you when you book an appointment.