

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

**Philippine Passport New Application ( Minor )**

**Checklist of Core Requirements:**

- ☐ Confirmed online appointment
- ☐ Accomplished application form
- ☐ Personal appearance of the minor applicant and either parent, legal guardian or authorized adult companion. The accompanying adult shall submit supporting documents according to the case of the minor
- ☐ Original and one (1) photocopy of the Philippine Statistics Authority (PSA) issued Birth Certificate or PSA-issued Report of Birth, or newly-issued Report of Birth (within the year) by the Embassy
- ☐ Passport service fee of DKK480.00 in exact amount, and Notarial fee of DKK 280.00 (per affidavit 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.

**Supporting documents are required for the following special cases:**

- If marital minor applicant (with Married Parents as stated in the minor applicant's PSA-issued Birth Certificate or PSA-issued Report of Birth)
  - ☐ Valid Philippine passport or other competent proof of identity of the accompanying parent and copy of his/her spouse's valid passport or other competent proof of identity;
  - ☐ If accompanying parent is not Filipino, valid foreign passport and a copy of the Filipino parent's Philippine passport or other competent proof of identity;
  - ☐ If accompanied by an authorized adult companion, a Special Power of Attorney (SPA) executed by either of the minor's parents or his/her legal guardian, as the case may be, his/her passport or other competent proof of identity, and a copy of the passport or other competent proof of identity of the minor's parents.
  - ☐ If a parent/s is/are deceased, PSA-issued Death Certificate or Apostilled Danish Death Certificate
- In case of non-marital minor applicant (with unmarried Parents as stated in the minor applicant's PSA-issued Birth Certificate or PSA-issued Report of Birth), only the applicant's mother shall accompany
  - ☐ Valid Philippine passport or other competent proof of identity of the applicant's mother;
  - ☐ If mother is not accompanying the minor applicant:
    - a Special Power of Attorney (SPA) executed by the mother, acknowledged/notarized by the DFA Consular Offices if executed in the Philippines or by Philippine Embassy/ Consulate if executed abroad with the attached copy of the valid passport or Government issued ID of the mother and the valid Government issued ID of authorized adult companion/legal guardian
    - If custody has been transferred to the father or legal guardian by a competent authority, DFA-apostilled or Danish Ministry of Foreign Affairs-apostilled court paper
    - If mother is deceased, PSA-issued Death Certificate or Apostilled Danish Death Certificate
    - If the Filipino minor is abandoned abroad, the Consular Official of the concerned Philippine Embassy/Consulate office may initiate the passport application with the best interest of the minor being the primary consideration.

- Whether marital/non-marital or unknown father, if either parent's passport or competent proof of identity is unavailable, accompanying parent must submit any of the notarized affidavit:
  - ☐ Affidavit of explanation for the non-submission of the document, OR
  - ☐ Affidavit of sole custody of child.
- For applicant included in the reacquisition or retention of Philippine citizenship of parent/s as specified in R.A. No. 9225 -
  - ☐ Original and photocopy of the Identification Certificate, Order of Approval and Oath of Allegiance of parent/s, issued by a Philippine Embassy/Consulate office or by the Philippine Bureau of Immigration (BI)
  - ☐ Original and photocopy of the applicant's foreign passport data page
- For naturalized Filipino citizen -
  - ☐ Original and photocopy of Identification Certificate of Naturalization from BI
- For unreadable entries of the PSA-issued certificates -
  - ☐ Original and one (1) photocopy of DFA-apostilled or Danish Ministry of Foreign Affairs-apostilled Local Civil Registrar's copy

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