

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

Philippine Passport Renewal Application (Adult)

Checklist of Core Requirements:

- ☐ Confirmed online appointment
- ☐ Personal appearance
- ☐ Accomplished application form
- ☐ Original and one (1) photocopy of latest-issued Philippine passport (pages 2-3 only)
- ☐ 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 female requesting to use spouse's last name -
 - ☐ Original and one (1) photocopy of the PSA-issued Marriage Contract (MC) or PSA-issued Report of Marriage (ROM) issued by the Philippine Embassy in Denmark for married females who wish to use their spouse's surname. The ROM or MC is not required if she opts to retain maiden name.
- For married female requesting to switch married name configuration -
 - ☐ Original and one (1) photocopy of the PSA-issued Birth Certificate (MC) or PSA-issued Report of Birth (ROB)
 - ☐ Original and one (1) photocopy of the PSA-issued Marriage Certificate (MC) or PSA-issued Report of Marriage (ROM)
 - ☐ Original and one (1) photocopy of any valid and competent proof of identity
 - ☐ Notarized affidavit explaining why she has opted to change the format of her married name.
- Reversion to maiden name
 - For widowed female applicant -
 - ☐ Original and photocopy of the PSA-issued Marriage Certificate (MC) or PSA-issued Report of Marriage (ROM);
 - ☐ Original and photocopy of the PSA-issued Death Certificate or Danish Ministry of Foreign Affairs-apostilled Death Certificate of the deceased spouse;
 - ☐ Original and photocopy of the PSA-issued Birth Certificate or PSA-issued Report of Birth (ROB);
 - For applicant with dissolved marriage by virtue of annulment, declaration of nullity of marriage, judicially-recognized foreign divorce, and judicially-recognized divorce under Presidential Decree No. 1083 (Code of Muslim Personal Laws of the Philippines) -
 - ☐ Original and photocopy of the annotated PSA-issued Marriage Certificate (MC) or PSA-issued Report of Marriage (ROM) 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; and
- ☐ Original and photocopy of the PSA-issued Birth Certificate or PSA-issued Report of Birth (ROB);
- For applicant requesting reversion for reasons apart from those stated above (this mode can only be done once) -
 - ☐ Original and photocopy of the PSA-issued Marriage Certificate (MC) or PSA-issued Report of Marriage (ROM);
 - ☐ Original and photocopy of the PSA-issued Birth Certificate or PSA-issued Report of Birth (ROB);
 - ☐ 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;
- 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 page
 - ☐ Government issued IDs (Philippine or from country of second citizenship)
- 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

For those with passports valid for more than a year, please state your reason why you wish to request for early renewal when you make an online application.

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