

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

PHILIPPINE PASSPORT FOR RELEASE

Guidelines for passport release

1. Confirm the **status of the passport** for release 6 to 8 weeks after your application.
[Click here to check.](#)
2. **Mode of release of passport:**
 - a. Mailed passport - track your package through
<https://www.postnord.dk/en/tools/track-and-trace>
 - b. Pick up passport:
 - Confirmed online appointment. [Click here to get an appointment.](#)
 - Personal appearance of applicant or authorized representative. The representative must present a signed authorization letter of the applicant, the representative's valid passport or ID and one (1) photocopy of the ID.
 - Official receipt
 - Old passport for cancellation (if passport renewal)
3. **Check and sign your passport.** Check all the data printed on the new e-passport and sign your passport upon receipt. Kindly inform the Embassy of incorrect entries in your passport immediately.
4. **Unclaimed passports** after six (6) months will be canceled, pursuant to Department Order No. 37-03.
5. **Do not staple anything on the passport** booklet especially the covers, as it may damage the electronic chip and render the ePassport unreadable.