

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

Lost, Mutilated and/or Damaged Philippine Passport New Application

Checklist of Core Requirements:

- Confirmed online appointment
- Personal appearance
- Accomplished application form
- Current Philippine passport
 - For mutilated or damaged passport -
 - Original and photocopy of current Philippine passport (pages 2-3 only);
 - Affidavit of Destruction/Mutilation of passport
 - For lost passport -
 - Photocopy of data page of lost passport, if available
 - If copy is unavailable, original and one (1) photocopy of the Philippine Statistics Authority (PSA) authenticated Birth Certificate or Report of Birth
 - Affidavit of Lost passport
 - Police report in English (only for valid lost passport)
- Original and one (1) photocopy of any one of the following valid Philippine-government issued IDs: SSS/GSIS card; LTO driver's license; PRC ID; OWWA E-card; COMELEC Voter's ID; PNP Firearms License; PH Senior Citizen ID; School ID; or Denmark/Greenland issued IDs (i.e. CPR card, Driver's license).
- Service fee of DKK 1,480.00 in exact amount, in Danish krone only. If with a Danish bank account, payment via instant 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 99. For registered mail outside Denmark, including Faroe Islands, Greenland, Sweden, Iceland, Finland, and Germany, ensure that stamps are worth DKK 135.

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-authenticated Marriage Contract (MC) or Report of Marriage (ROM) for married females who wish to use their spouse's surname. However, if she opts to retain maiden name, ROM or MC is not required
- For applicant with dissolved marriage requesting to revert to her maiden surname -
 - Original and photocopy of the annotated PSA Marriage Certificate (MC) or 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
- For widowed applicant requesting to revert to her maiden surname -
 - Original and photocopy of the PSA Marriage Certificate (MC) or Report of Marriage (ROM);
 - Original and photocopy of the PSA Death Certificate of the deceased spouse
- 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 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 Local Civil Registrar's copy

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