

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

**Philippine Passport Renewal Application ( Minor )**

**Checklist of Core Requirements:**

- Confirmed online appointment
- Accomplished application form
- Original and one (1) photocopy of current Philippine passport (pages 2-3 only)
- Original and one (1) photocopy of the Philippine Statistics Authority (PSA) authenticated Birth Certificate or Report of Birth issued by the Embassy
- Personal appearance of the minor applicant and the accompanying parent or legal guardian:
  - For accompanying fathers, bring original and one (1) photocopy of the Philippine Statistics Authority (PSA) authenticated Marriage Certificate or Report of Marriage
  - For guardians or adoptive parents, bring court paper or Special Power of Attorney as proof of guardianship and valid government-issued ID card
- Original and one (1) photocopy of the passport of accompanying parent or guardian
- Service fee of DKK480.00 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 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 Foreign Service Post (FSP) 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 Local Civil Registrar's copy

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