

E-PASSPORT REQUIREMENTS

A. General Requirements:

1. Prior Appointment. You may either:
 - a. Call the Embassy tel. no. 031-350-1717; or
 - b. Get one online, <https://goo.gl/forms/fWT0t40fFGTgyOg23>
2. Personal appearance. **For biometrics (i.e. photo-capture), the following are to be observed to avoid suspension of application:**
 - a. No wearing of **ANY ACCESSORIES** (necklace, earrings nor rings in other parts of the face);
 - b. No wearing of eyeglasses;
 - c. No wearing of colored contact lenses;
 - d. Ears should not be covered (either full or partial);
 - e. No open mouth and teeth showing; and
 - f. No heavy make up.
3. Duly Accomplished ePassport Application Form
4. Original and photocopy of **valid** Identification Card/Residence /Work Permit
5. If Filipino applicant is a holder of a foreign passport as well, he /she has to apply for **Citizenship Retention and Reacquisition (Dual Citizenship)**. **Please see separate requirements under DUAL CITIZENSHIP.**
6. **If minor, applicant should be accompanied by the Filipino parent** and submit a copy of the personal data page of Filipino parent's passport.
7. Passport Application Fees: **(payable in Swiss Francs only)**
 - *Renewal/first-time application* -CHF60.00
 - *Replacement of lost/damaged/tampered MRRP (green) or MRP (maroon) passports* -CHF90.00
 - *Replacement of lost/damaged/tampered ePassport (dark maroon)* -CHF150.00
7. **Self-addressed return envelope with CHF6.30 worth of stamps** (registered mail), to be used for mailing documents back to client. (The cost of stamps may vary depending on weight of the documents to be released). Please note that the Embassy:
 - a) no longer send passports through mail in Germany due to recent losses in the mail; and
 - b) Does not sell stamps and envelope.

B. Renewal of current/expiring/expired passport:

1. General Requirements (Item A)
2. Original Philippine passport (current, expiring or expired), plus a copy of the personal data page
3. **For those non-ePassport holders (MRP maroon/ MRRP green passports), please submit:**
 - a. **Philippine Statistics Authority (PSA)- authenticated birth certificate- ORIGINAL plus one copy;**
 - b. **Philippine Statistics Authority (PSA)- authenticated marriage certificate (for married women only); and**
 - c. **Philippine-issued ID (please visit the DFA website for acceptable IDs- <https://www.dfa.gov.ph/2013-04-04-07-01-23>).**

C. First-time Application

1. General Requirements, (Item A)
2. If born in Switzerland, submit **Report of Birth (ROB)**. If birth has not been reported yet, accomplish the **Report of Birth (ROB) form**. **Please see separate requirements under CIVIL REGISTRY, REPORT OF BIRTH.**
3. If born in another foreign country, submit PSA-authenticated ROB.
4. If born in the Philippines, submit birth certificate issued by the Philippine Statistics Office (PSA), and duly authenticated by the Department of Foreign Affairs (DFA). Please note that this will be retained by the Embassy for its files.

Also, if born in the Philippines, submit secondary documents (i.e. baptismal certificate, school records, voter's ID, others) as may be required by the Consular officer.

D. Replacement of Lost /Tampered /Damaged Passport

1. General Requirements, (Item A)
2. Affidavit of Loss, narrating the circumstances of loss or damage, to be executed at the Embassy/Consulate General. **Affidavit Fee - CHF25.00.**
3. If passport is still valid at the time of application of new (replacement) passport, submit Police Report with 2 photocopies.
4. If available, photocopy of personal data page of lost Philippine passport.

5. PSA- authenticated birth certificate, and duly authenticated by the DFA. Please note that this will be retained by the Embassy for its files.
6. PSA-authenticated marriage certificate (for married women only)
7. Secondary documents issued in the Philippines (i.e. baptismal certificate, school records, voter's ID, and others) as may be required by the Consular officer.

Note that processing of lost passports, especially valid passports, take a longer time.

E. Passport Application (renewal or replacement) with change of name or other amendments:

1. See General Requirements, (Item A) and applicable requirements (Items B or D) for passport application
2. For change of name due to marriage:
 - a. If married in Switzerland, accomplish the **Report of Marriage (ROM)**, see **separate requirements under CIVIL REGISTRY, REPORT OF MARRIAGE.**
 - b. If married in the Philippines or in another country, submit PSA-authenticated marriage certificate/ROM. Please note that this will be retained by the Embassy for its files.
 - c. If divorced, **see separate requirements under CIVIL REGISTRY, JUDICIAL RECOGNITION OF FOREIGN DIVORCE.**
 - d. If annulled, submit PSA-authenticated marriage certificate with annotation on the dissolution of the marriage, Philippine court order with Certificate of Finality and PSA-authenticated birth certificate. All documents mentioned must be authenticated by the DFA and will be retained by the Embassy for its files.
 - e. For widow applicants:
 - If death certificate was issued in the Philippines, submit PSA-authenticated death certificate, duly authenticated by the DFA.
 - If death certificate was issued by the Swiss authorities, submit an international version of the death certificate, duly legalized by the State Chancellery of the Canton that issued the certificate.
 - If death certificate was issued in another country, it must be authenticated by the nearest Philippine Embassy or Consulate General.

If also reverting to maiden name or submitting a registration of a subsequent marriage, submit a PSA-authenticated birth certificate.

Please note that all documents mentioned will be retained by the Embassy for its files.