



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
Tel Nos. 929-6626 to 29; 929-6633 to 35
926-7041 to 43; 929-6252; 929-1669
Website: <http://www.denr.gov.ph> / E-mail: web@denrgov.ph

ADVISORY

FOR / TO : All DENR Officials and Employees
SUBJECT : **PASSPORT ON WHEELS**
DATE : 14 July 2022 (Thursday)
8:00 AM to 3:00 PM
VENUE : Protocol / Public Assistance Unit Conference Room

In line with the Human Resource Development Service's (HRDS) initiative to bring government services closer to our employees, the Department of Foreign Affairs, Office of Consular Affairs (DFA-OCA) will set up a PASSPORT ON WHEELS (POW) for our employees and their immediate family members.

Attached is the list of requirements and procedure for passport application under the DFA – OCA Passport on Wheels (POW). Accomplished application form must be submitted *on or before 22 June 2022* at the CDD-HRDS or through email address at denr.pows2022@gmail.com

Please be guided accordingly.

HIRO V. MASUDA, DBA, CESO III
Assistant Secretary
Human Resource, Strategic Communication
and Sectoral Initiatives

DFA-OCA PASSPORT ON WHEELS (POW)

14 July 2022

Protocol / Public Assistance Unit Conference Room

GENERAL REQUIREMENTS

1. Accomplished Application Form –
Important: Pre-registration is required to accept applicants for the POW schedule on 14 July 2022
 - a. Application Form available at the CDD-HRDS
 - b. **Submit before 22 June 2022 to CDD-HRDS**
(For encoding in the POW Online Portal. Email will be sent to applicants on the next steps and payment links)
 - c. Pay corresponding fee (ex. 7-11, Bayad Center and other authorized payment centers)
2. Personal Appearance (for data capture)
3. Original and photocopy of Philippine Statistics Authority (PSA) Authenticated Birth Certificate on Security Paper
 - Married Females (who are using their spouse's last name) must also present Original and submit photocopy of PSA Authenticated Marriage Contract on Security Paper or Report of Marriage
 - Local Civil Registrar Copy is required if PSA Birth Certificate is not clear or cannot be read
4. Any of the following acceptable IDs with one (1) photocopy for the List of Acceptable IDs for Passport Processing)

List of Acceptable IDs for Philippine Passport Application

(Any of the following with one (1) photocopy):

- Social Security System (SSS) Card
- Government Service Insurance System (GSIS) Card
- Unified Multi-Purpose Identification (UMID) Card
- Land Transportation Office (LTO) Driver's License. Student Permit may be accepted if in card format.
- Professional Regulatory Commission (PRC) ID
- Philippine Identification (PhilID)
- Commission on Elections (COMELEC) Voter's ID **or** Voter's Certificate issued from COMELEC main office in Intramuros, Manila (Certificates issued in COMELEC's regional offices may require further verification. Applicants are requested to present NBI or police clearance along with the Voter's Certificate).
- Philippine National Police (PNP) Permit to Carry Firearms Outside Residence
- Senior Citizen ID
- Philippine Postal ID (issued November 2016 onwards)
- Valid or Latest Passport (For Renewal of Passport)
- For minor applicants, School ID OR Certificate of Enrolment with photo of minor and dry seal of school may be presented

GENERAL GUIDELINES

POW does NOT accommodate the following applicants:

- Applicants with lost ePassports
- Applicants with mutilated ePassports
- Applicants with missing and/or discrepant entries in their documents
- Walk-in applicants

(POW Guidelines, p. 1, 6.2-6.4; p. 7, 9-10)

Passport on Wheels



dfa.gov.ph | @dfaphl

1. Fill out the **Passport Application Form** CLEARLY, CORRECTLY, AND LEGIBLY. (Application Form available at CDD-HRDS).
2. Applicants should provide correct, active and existing email addresses.
3. Applicant has to declare if he/she has a passport, even if the passport is very old. They are under "renewal" and they have to bring their old passports on the day of POW.
4. ONLY THE APPLICANTS with valid ID for passport application and with complete/consistent requirements should be given a slot for the POW schedule.
5. Applicants must have the original and photocopies of their documents with them on the day of the POW.
6. Applicants are advised to pay within 48 hours after receipt of the email with reference number. Unpaid passport appointments shall not be entertained for the POW activity.

Only those applications successfully encoded in the POW Online Appointment Portal and duly paid will be available for access and retrieval during the scheduled date of POW.

7. All issued passports from the POW activity will be delivered by courier service.
 - a. COURIER FEE: P150 per passport

- b. (Courier payment and confirmation of delivery address will be done onsite during POW)
- c. The schedule of release of passports is twelve (12) working days from the date of POW. Requests for early release of passports shall not be accommodated.

-END-



VALID IDS FOR YOUR PASSPORT APPLICATION

The DFA accepts at least one (1) of the following IDs with one photocopy:

 SSS ID	 GSIS ID	 UMID	 Postal ID	 Driver's License	 Student Permit Card Format
 PRC ID	 OWWA or IDOLE card	 Voter's Certificate With voting record, dry seal and signed by an Election Officer		 Senior Citizen ID	 PNP Firearms License
 School ID Enrolled or Fresh Graduate	 Airman License Issued August 2016 onwards	 Voter's ID	 Valid ePassport For Renewal	 Residence Card For Applicants Overseas	

NBI Clearance is just a supporting document and is not a valid ID by itself.

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Gumamit ng WASTONG EMAIL ADDRESS

Gumamit lamang ng Yahoo o Gmail address sa pag-schedule ng online passport appointment.





Ang paggamit ng iba pang email service provider maliban sa Yahoo o Gmail ay maaaring magresulta sa hindi ninyo pagtanggap ng payment instruction at appointment packet.

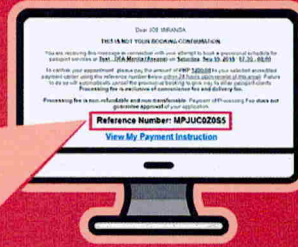
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Huwag kalimutan ang **REFERENCE NUMBER**

**Gamitin ang reference number sa pagbayad ng inyong
passport processing fee sa Payment Center.**

Isang beses lang puwedeng gamitin ang reference number sa bawat appointment. Kung magbabayad para sa pamilya o kasama, hiwalay ang bayad sa bawat reference number.



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Halimbawa ng reference number



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Magbayad sa mga **ACCREDITED PAYMENT CENTER**

**Pumunta sa isang piling Payment Center upang
bayaran ang passport processing fee.**



Maaaring gamitin ang reference number sa kahit anong accredited payment center. Hindi naka-assign ang reference number sa isang partikular na payment center.



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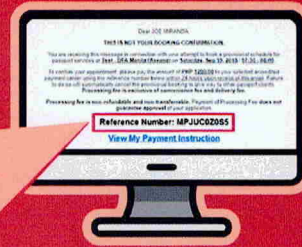
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passport processing fee sa Payment Center.**

Isang beses lang puwedeng gamitin
ang reference number sa bawat
appointment. Kung magbabayad para
sa pamilya o kasama, hiwalay ang
bayad sa bawat reference number.



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Halimbawa ng reference number



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Magbayad sa mga **ACCREDITED PAYMENT CENTER**

**Pumunta sa isang piling Payment Center upang
bayaran ang passport processing fee.**



Maaaring gamitin ang reference number sa kahit anong accredited
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partikular na payment center.



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13. APPLICANT'S SPOUSE'S NAME:		
14a. PERSON TO CONTACT IN CASE OF EMERGENCY:	14b. TEL/MOBILE NO. OF PERSON TO NOTIFY:	
PARENTAL INFORMATION		CURRENT PASSPORT DETAILS
15. FATHER'S DETAILS Last Name:	16. MOTHER'S DETAILS Last Name:	17a. PASSPORT NUMBER
First Name:	First Name:	17b. DATE OF ISSUE
Middle Name:	Middle Name:	17c. DATE OF EXPIRY
Citizenship (at time of applicant's birth)	Citizenship (at time of applicant's birth)	17d. ISSUING AUTHORITY
STATUS OF CURRENT PASSPORT		
19. Please choose as applicable: <input type="checkbox"/> Passport Intact <input type="checkbox"/> Damaged Passport • Affidavit of Explanation	<input type="checkbox"/> Lost Valid Passport • Affidavit of Loss • Police Report in English <input type="checkbox"/> Lost Expired Passport • Affidavit of Explanation	
DECLARATION OF APPLICANTS		
<p>I HEREBY DECLARE AND AFFIRM that 1) I am a Filipino citizen. 2) The information provided in this application is true and correct. 3) The supporting documents attached are authentic. 4) I consent to the verification by the Philippine Government of the information I provided to establish my personal particulars, and further consent to its use for any lawful purpose. 5) I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. 6) I am aware that under the law, I am allowed to hold only one valid regular Philippine passport at a given time. 7) I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. 8) I understand and accept that the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs.</p>		
20. SIGNATURE OVER PRINTED NAME	21. DATE (ex. 01 Jan 2017)	
DO NOT WRITE BELOW THIS LINE. FOR THE DEPARTMENT'S USE ONLY.		
REMARKS:	PASSPORT WATCHLIST VERIFICATION:	RETURNED CANCELLED PASSPORT SIGNATURE OF APPLICANT:
PROCESSOR'S SIGNATURE:	ENCODER'S SIGNATURE:	
OFFICIAL RECEIPT/PAYMENT SLIP NO:	DATE OF TRANSACTION:	

END

REGULAR PASSPORT APPLICATION FORM (MINOR)

THIS FORM IS NOT FOR SALE

DEPARTMENT OF FOREIGN AFFAIRS

Office of Consular Affairs Last Revision: 07 October 2017

Minors are those below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition (RA No. 7610)

Site: XXXXXXXX

Date/Time: Day, DDMon YYYY/0000HR

Booking Reference no.: 0123456789101112

INSTRUCTIONS: Please PRINT entries legibly using black or blue ink only. Supply the necessary information and indicate "N/A" for entries with no answers. Tick (v) boxes as appropriate.

CAPTURE SITE PRE-PROCESSING (Do not write on this part)			
APPOINTMENT VERIFICATION:		REMARKS:	
PASSPORT APPLICANT'S INFORMATION			
1. LAST NAME			
<input type="text"/>			
2. FIRST NAME			
<input type="text"/>			
3. MIDDLE NAME			
<input type="text"/>			
4. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	5. DATE OF BIRTH (ex. 01 Jan 2017) <input type="text"/> <input type="text"/> D D M M M Y Y Y Y		6. PLACE OF BIRTH (For born in the PHL: Municipality/City & Province For born outside the PHL: Country)
7a. HOW DID THE APPLICANT ACQUIRE PHL CITIZENSHIP? <input type="checkbox"/> BY BIRTH <input type="checkbox"/> BY NATURALIZATION <input type="checkbox"/> BY RECOGNITION <input type="checkbox"/> BY DERIVATIVE CITIZENSHIP (RA No. 9225)			
7b. HAS THE APPLICANT EVER BEEN ISSUED A REGULAR PHILIPPINE PASSPORT? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE PASSPORT NO.: _____			
8. STATUS OF BIRTH <input type="checkbox"/> LEGITIMATE <input type="checkbox"/> ILLEGITIMATE		9. DISTINGUISHING MARKS ON FACE:	
10. IS THE APPLICANT CURRENTLY THE SUBJECT OF AN ADOPTION PROCESS OR PARTIALLY/FULLY IN THE CARE OF AN ORPHANAGE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, PLEASE PROVIDE PERTINENT DOCUMENTS.			
11. IS THERE ANY COURT ORDER OR LEGAL ARRANGEMENTS PERTAINING TO THE CHILD? <input type="checkbox"/> YES, THERE IS. <input type="checkbox"/> NONE THAT I KNOW OF. IF YES, PLEASE PROVIDE PERTINENT DOCUMENTS.			
APPLICANT'S CONTACT DETAILS			
12. MOBILE PHONE OF PARENT/GUARDIAN:		13. WORK PHONE OF PARENT/GUARDIAN:	
<input type="text"/>		<input type="text"/>	
14. PERSONAL E-MAIL OF PARENT/GUARDIAN:			
<input type="text"/>			
15a. PRESENT ADDRESS:			
<input type="text"/>			
15b. HOME ADDRESS:			
<input type="text"/>			
16. WHERE DO YOU WISH YOUR PASSPORT TO BE DELIVERED? <input type="checkbox"/> PRESENT ADDRESS <input type="checkbox"/> HOME ADDRESS			

PARENTAL INFORMATION	
16. FATHER'S DETAILS	17. MOTHER'S DETAILS
Last Name	Last Name
First Name	First Name
Middle Name	Middle Name
Citizenship (at time of applicant's birth)	Citizenship (at time of applicant's birth)
DECLARATION OF PARENT OR LEGAL GUARDIAN OF THE APPLICANT	
<p>I HEREBY DECLARE AND AFFIRM that 1) The applicant is a Filipino citizen. 2) I am the parent or legal guardian of the minor. 3) The information provided in this application is true and correct. 4) The supporting documents attached are authentic. 4) I consent to the verification by the Philippine Government of the information I provided to establish the applicant's personal particulars and further consent to its use for any lawful purpose. 5) I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. 6) I am aware that under the law, the applicant is only allowed to hold one valid regular Philippine passport at a given time. 7) I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. 8) I understand and accept that the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs.</p>	
19. SIGNATURE OVER PRINTED NAME OF PARENT OR LEGAL GUARDIAN	20. DATE (ex. 01 JAN 2017)
DO NOT WRITE BELOW THIS LINE. FOR THE DEPARTMENT'S USE ONLY.	
PROOF OF CITIZENSHIP SUBMITTED <input type="checkbox"/> BIRTH CERTIFICATE from Philippine Statistics Authority <input type="checkbox"/> REPORT OF BIRTH from PHL Statistics Authority/PHL Embassy or Consulate <input type="checkbox"/> CERTIFICATE OF NATURALIZATION <input type="checkbox"/> IDENTIFICATION CERTIFICATE of CITIZENSHIP <input type="checkbox"/> Others: _____	IDENTITY DOCUMENT SUBMITTED <input type="checkbox"/> SCHOOL IDENTITY CARD <input type="checkbox"/> DSWD CLEARANCE <input type="checkbox"/> Others: _____
OTHER SUPPORTING DOCUMENTS <input type="checkbox"/> PARENT/GUARDIAN'S ID <input type="checkbox"/> AFFIDAVIT OF CONSENT TO TRAVEL/SPECIAL POWER OF ATTORNEY <input type="checkbox"/> COURT DECREE ON ADOPTION/GUARDIANSHIP <input type="checkbox"/> Others: _____	
REMARKS:	PASSPORT WATCHLIST VERIFICATION: RETURNED CANCELLED PASSPORT Parent or Legal Guardian's Signature:
PROCESSOR'S SIGNATURE:	ENCODER'S SIGNATURE:
OFFICIAL RECEIPT/PAYMENT SLIP NO.:	DATE OF TRANSACTION:

END

NEW REGULAR PASSPORT APPLICATION (Adult)

THIS FORM IS NOT FOR SALE

DEPARTMENT OF FOREIGN AFFAIRS

Office of Consular Affairs Last Revision: 07 October 2017

INSTRUCTIONS: Please PRINT entries legibly using black or blue ink only. Supply the necessary information and indicate "N/A" for entries with no answers. Tick (v) boxes as appropriate.

Site: XXXXXXXX
Date/Time: Day, DDMon YYYY/0000HR
Booking Reference no.: 0123456789101112

CAPTURE SITE PRE-PROCESSING (Do not write on this part)		
APPOINTMENT VERIFICATION:		REMARKS:

PASSPORT APPLICANT'S INFORMATION

1. LAST NAME																																
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3. MIDDLE NAME or MAIDEN LAST NAME																																
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4. SEX	<input type="checkbox"/> MALE	5. DATE OF BIRTH (ex. 01 Jan 2017)	<table border="1" style="width:100%; text-align:center; border-collapse: collapse;"> <tr><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td><td style="width:20px; height: 15px;"> </td></tr> <tr><td>D</td><td>D</td><td>M</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td></td><td></td><td></td></tr> </table>													D	D	M	M	M	Y	Y	Y	Y				6. PLACE OF BIRTH <small>(For born in the PHL: Municipality/City & Province For born outside the PHL: Country)</small>
D	D	M	M	M	Y	Y	Y	Y																				
<input type="checkbox"/> FEMALE			_____																									

7. CIVIL STATUS	<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOW/ER <input type="checkbox"/> NULLIFIED/ ANNULLED <input type="checkbox"/> DIVORCED	8a. HOW DID YOU ACQUIRE PHL CITIZENSHIP?	<input type="checkbox"/> BY BIRTH <input type="checkbox"/> BY NATURALIZATION <input type="checkbox"/> BY RE-ACQUISITION (RA 9225) <input type="checkbox"/> BY ELECTION <input type="checkbox"/> BY LEGISLATION	8b. DID YOU EVER LOSE YOUR PH CITIZENSHIP?	<input type="checkbox"/> YES <input type="checkbox"/> NO
				8c. ARE YOU CURRENTLY A CITIZEN OF ANOTHER COUNTRY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
				8d. IF YES, FROM WHAT COUNTRY?	_____
				8e. HAVE YOU SERVED IN ANY FOREIGN MILITARY?	<input type="checkbox"/> YES <input type="checkbox"/> NO
				IF Yes, what country?	_____

APPLICANT'S CONTACT INFORMATION

9a. HOME ADDRESS:	
9b. PRESENT ADDRESS:	
10. WHERE DO YOU WISH YOUR PASSPORT TO BE DELIVERED?	<input type="checkbox"/> HOME ADDRESS <input type="checkbox"/> PRESENT ADDRESS
11. TELEPHONE/MOBILE NUMBER:	
12. e-MAIL ADDRESS:	

13. APPLICANT'S SPOUSE'S NAME:		
14a. PERSON TO CONTACT IN CASE OF EMERGENCY:	14b. TEL/MOBILE NO.:	
PARENTAL INFORMATION		
15. FATHER'S DETAILS	16. MOTHER'S DETAILS	
Last Name:	Last Name:	
First Name:	First Name:	
Middle Name:	Middle Name:	
Citizenship (at time of applicant's birth)	Citizenship (at time of applicant's birth)	
DECLARATION OF APPLICANT		
<p>I HEREBY DECLARE AND AFFIRM that 1) I am a Filipino citizen. 2) The information provided in this application is true and correct. 3) The supporting documents attached are authentic. 4) I consent to the verification by the Philippine Government of the information I provided to establish my personal particulars, and further consent to its use for any lawful purpose. 5) I am aware that the information provided in this application will be treated in accordance with relevant privacy regulations. 6) I am aware that under the law, I am allowed to hold only one valid regular Philippine passport at a given time. 7) I am aware that making false statements in this passport application and furnishing falsified or forged documents are punishable by fine or imprisonment, and grounds for suspension or denial of application. 8) I understand and accept that the release of the passport could be subject to delay due to unforeseen events beyond the control of the Department of Foreign Affairs.</p>		
17. SIGNATURE OVER PRINTED NAME		18. DATE (ex. 01 Jan 2017)
DO NOT WRITE BELOW THIS LINE. FOR THE DEPARTMENT'S USE ONLY.		
PROOF OF PHL CITIZENSHIP <input type="checkbox"/> BIRTH CERTIFICATE from PHL Statistics Authority <input type="checkbox"/> CERTIFICATE OF NATURALIZATION <input type="checkbox"/> IDENTIFICATION CERTIFICATE OF CITIZENSHIP <input type="checkbox"/> ELECTION OF PHL CITIZENSHIP <input type="checkbox"/> Others: _____	IDENTITY DOCUMENT SUBMITTED <input type="checkbox"/> COMELEC Voter's ID <input type="checkbox"/> LTO Driver's License <input type="checkbox"/> Professional Regulatory Commission ID <input type="checkbox"/> Unified Multipurpose ID (UMID) <input type="checkbox"/> PWD ID <input type="checkbox"/> GSIS / SSS ID <input type="checkbox"/> Senior Citizen's ID <input type="checkbox"/> Others: _____	SUPPORTING DOCUMENTS <input type="checkbox"/> Marriage Certificate from PHL Statistics Authority <input type="checkbox"/> Voter's Registration Record <input type="checkbox"/> Court Order <input type="checkbox"/> NBI Clearance <input type="checkbox"/> Others: _____
REMARKS:		PASSPORT WATCHLIST VERIFICATION:
PROCESSOR'S SIGNATURE:		ENCODER'S SIGNATURE:
OFFICIAL RECEIPT/PAYMENT SLIP NO.:		DATE OF TRANSACTION:

END