



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 : **REMINDERS TO PASSPORT ON WHEELS (POW) APPLICANTS**
DATE : 04 July 2022

In order to ensure the smooth flow of the conduct of Passport on Wheels (POW) on July 14, 2022, applicants are advised to ***strictly follow*** the attached guidelines as the Department of Foreign Affairs-Office of Consular Affairs (DFA-OCA) may require additional supporting documents as they may deem necessary. Moreover, due to limited slots allotted by the DFA for the POW, some applications may not be accommodated. Kindly check your emails regularly for messages/updates regarding your passport appointment.

Please be guided accordingly.

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

MEMO NO. 2022 - 441



PASSPORT ON WHEELS



JULY 14, 2022

DENR Protocol Room
DENR Lobby Main Building

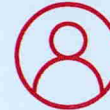


GENERAL REQUIREMENTS



CONFIRMED APPOINTMENT

for Passport on Wheels (POW)



PERSONAL APPEARANCE

for the capturing of photograph and biometrics



PAYMENT OF CORRESPONDING FEE

to the accredited payment center nearest you

GENERAL REQUIREMENTS



PRINTED APPLICATION PACKET

to be emailed by the DFA after successful payment of fee and once appointment is confirmed

The application packet shall contain the following:

- Checklist and process guide;
- Application Form; and
- Two copies of eReceipts



ANY ACCEPTABLE VALID IDs

with one (1) photocopy for passport processing

OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed

FOR ADULT NEW APPLICATIONS



PSA AUTHENTICATED BIRTH CERTIFICATE

one (1) original & one (1) photocopy

For Married Females (who are using their spouse's last name), kindly bring Original and photocopy of your PSA Authenticated Marriage Contract.

Local Civil Registrar Copy is required if PSA Birth Certificate is not clear.

OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR ADULT RENEWAL APPLICATIONS



CURRENT PASSPORT / ePASSPORT

with photocopy of data page

ORIGINAL PSA AUTHENTICATED DOCUMENTS

that will support change of name

** Marriage Contract, Annotated Birth Certificate, Annotated Marriage Contract to show annulment/divorce/court ordered instruction, Death Certificate of Spouse



OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR ADULT RENEWAL APPLICATIONS



PSA AUTHENTICATED BIRTH CERTIFICATE

one (1) original & one (1) photocopy

*For Non-ePassport (Brown Passport or Older Passport) holder only.

OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR MINOR NEW/RENEWAL APPLICATIONS



PERSONAL APPEARANCE

of minor applicant and either parent or authorized adult companion



PSA AUTHENTICATED BIRTH CERTIFICATE

one (1) original & one (1) photocopy

Local Civil Registrar Copy is required if PSA Birth Certificate is not clear.

OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR MINOR NEW/RENEWAL APPLICATIONS



MARRIAGE CERTIFICATE

if only one parent is accompanying the child

If parents are **unmarried**, a **Special Power of Attorney (SPA)** executed by the Mother will be required if she is not accompanying the child.

If **SPA is executed abroad**, it must be authenticated by the Philippine Embassy or Consulate.

OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR MINOR NEW/RENEWAL APPLICATIONS



VALID GOVERNMENT ISSUED ID

of either parent with one (1) photocopy

SCHOOL ID

for applicants 8 years old and above

*If school ID is unavailable, **Certification with picture and dry seal**; dry seal must overlap the photo



OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR MINOR NEW/RENEWAL APPLICATIONS



CURRENT PASSPORT / ePASSPORT

with photocopy of data page

*For Minor Renewal Applications only.

OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR NEWBORN APPLICANTS WITH NO PSA BIRTH CERTIFICATE YET



LOCAL CIVIL REGISTRAR (LCR) BIRTH CERTIFICATE

Certified True Copy and authenticated by PSA

*In case applicant is a new born (less tan 1-year-old) and has NO PSA Birth Certificate/ Report of Birth yet.



ORIGINAL COPY OF REPORT OF BIRTH

*In case applicant is born abroad

OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR MINORS NOT ACCOMPANIED BY PARENTS DURING APPLICATION



SPECIAL POWER OF ATTORNEY (SPA)

executed by the parent/s designating the minor's companion to assist in the application process. The SPA must have a **copy of the parent/s valid ID**.

*The SPA must be **authenticated by the Philippine Embassy/Consulate** if executed abroad



PASSPORT / VALID GOVERNMENT ISSUED ID

of authorized adult companion

OTHER REQUIREMENTS

Aside from the general requirements, below are the other specific requirements needed
FOR DUAL CITIZEN APPLICANTS



PSA AUTHENTICATED BIRTH CERTIFICATE

one (1) original & one (1) photocopy

If the applicant possesses dual citizenship from birth (i.e. one parent is a Filipino while the other parent is a citizen from which the applicant's other citizenship is derived; or, have both Filipino parents but was born in a country which applies jus soli citizenship; etc.)

LIST OF ACCEPTABLE VALID IDs



SSS ID



GSIS ID



UMID



Driver's License



Student Permit Card Format



PRC ID



OWWA or iDOLE card



Voter's Certificate
With Dry Seal and signed
by 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.

LIST OF ACCREDITED PAYMENT CENTERS



An additional convenience fee may be charged by the payment center.

GENERAL GUIDELINES

POW does NOT accept the following applicants:



- Applicants with lost ePassports
- Applicants with mutilated ePassports
- Applicants with missing and/or discrepant entries in their documents
- Applicants not listed on the Masterlist
- Applicants without eReceipts
- Applicants with incomplete documents
- Walk-in applicants

Moreover, **no escorts** are to be allowed in the POW core site.

GENERAL GUIDELINES

Pre-registration is required



Only applications submitted to HRDS-CDD or emailed to denr.pows22@gmail.com on or before 25 June 2022 will be encoded on the DFA web portal.

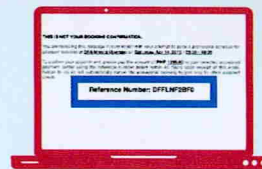
Correct, active, and existing email address



Use **Google** or **Yahoo** addresses only. Using of other email service providers may result in you not receiving the payment instruction and appointment packet.

GENERAL GUIDELINES

Take note of your Reference Number



Use your reference number in **paying for your passport processing fee in the payment center**. The reference number can only be used **once**. If you are going to pay for your family members, each reference number should be paid separately.

If applicant has not received email with reference number:

- Kindly check your spam/junk and other folders
- If applicant still has not received an email, please send your full name and email address to your POW Coordinator (HRDS-CDD).

GENERAL GUIDELINES

Pay within 48 hours



Pay within 48 hours after receipt of email with your reference number. **Unpaid passport appointments shall not be entertained** for the POW activity.

Wear decent clothing for the photo capture



Plunging necklines, sleeveless clothing, see-through tops, sandos, and the like are **prohibited**. Earrings, headbands, necklaces, and other forms of jewelry and contact lenses are also **not allowed**.

Applicants with medical alteration must bring a medical certificate.

GENERAL GUIDELINES

Bring all needed documents



Only applicants with **valid ID** and **complete requirements** should be given a slot for the POW schedule. Applicants must have the **original and photocopies** of their documents with them on the day of the POW.

Delivery by a courier service



All POW issued passports will be delivered by a courier service. **Courier fee amounts to P150.00 per passport**. Courier payment and confirmation of delivery address will be done **onsite during POW**.

GENERAL GUIDELINES

Schedule of release of Passports



Passports will be released **12 working days from the date of the POW**. Requests for early release of passports shall not be accommodated.

POW is a special passport operation



Compliant with existing laws and regulations, the fees to be collected shall be **P1,200.00** for the passport processing fee and **P150.00** for the courier delivery fee. No additional fees shall be collected by the Requesting Party.

GENERAL GUIDELINES

For applicants with medical emergencies

on the day of POW



You may visit the **MPS office in the DFA-Aseana Office of Consular Affairs** within **one month from your POW appointment date** and present your **official medical certificate with doctor's signature hospital's dry seal**.

Otherwise, no-show applicant on the day of POW will have to schedule an appointment and pay again.



SEE YOU THERE!

