



## REQUIREMENTS FOR RENEWING A U.S. PASSPORT

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- ( ) Completed form DS-82  
(for applicants renewing a U.S. Passport valid for 10 years, issued within the past 15 years and when the applicant was at least 16 years old at the time of issuance)
  - ( ) Completed form DS 11  
(for all other applicants renewing a U.S Passport who are not eligible to use DS-82, see first item)
  - ( ) Applicant's personal appearance (accompanied by one or both parent(s) if the applicant is **under 16**)
  - ( ) Applicant's passport photo (two identical 2 x 2 photos, colored, clear, front view, full face and printed on thin, non-glossy photo paper with white background)
  - ( ) ORIGINAL proof of applicant's U.S. citizenship. Any of the following:
    - Previous U.S. passport
    - U.S. birth certificate (abstract not acceptable)
    - Certificate of Naturalization or Citizenship
    - Consular Report of Birth Abroad or Certification of Birth Abroad
  - ( ) ORIGINAL proof of applicant's identity (e.g. driver license, State ID card, valid passport, or any other government-issued ID)
  - ( ) Applicant's sequential photos (*growing-up pictures*) dating from the last passport application to the present (only for applicant whose most recent passport was issued when he/she was under 16 years old)
  - ( ) If **only** one parent will accompany an applicant below 16 years old to the Embassy, submit a NOTARIZED statement (with attached copy of valid ID) from the non-appearing parent giving consent to ISSUE a passport to the applicant. *Please note that the applicant's complete name and his/her date of birth must be indicated in the consent.*
  - ( ) If **both** parents are abroad, submit a Special Power of Attorney from both parents giving their consent to the issuance of the applicant's U.S. passport and authorizing the guardian to act in the parents' capacity. The guardian should bring original photo identification. *Please note that the applicant's complete name and his/her date of birth must be indicated in the SPA.*
  - ( ) ORIGINAL proof of identity of both parents of the applicant **under 16** (e.g. valid passport, driver's license, State ID card, or any other government-issued ID)
  - ( ) ORIGINAL proof of parentage for the parent(s) accompanying the applicant **under 16** (e.g. document listing the names of both parents, such as one of the following: applicant's Philippine birth certificate issued by the National Statistics Office (NSO) on security paper; U.S. birth certificate; Consular Report of Birth Abroad; Adoption Decree, etc.)
  - ( ) To correct biographic information in the passport, submit any of the following: Original U.S. birth certificate; Philippine birth certificate issued by the NSO and printed on security paper, most recent passport, Consular Report of Birth Abroad, Certification of Birth Abroad, Certificate of Naturalization, Certificate of Citizenship, Court Order, etc.
  - ( ) Other/s:
  - ( ) **Fees: \$ 75.00** – For adult passport renewal whose most recent passport was issued less than 15 years ago and while the applicant was at least 16 yrs old at the time of issuance of the said passport (using DS-82 form)  
(Note: beginning July 13, 2010, the fee will increase to **\$110.00**)  
**\$85.00** - For applicant below 16 years (using DS-11 form)  
(Note: beginning July 13, 2010, the fee will increase to **\$105.00**)  
**\$100.00** - For applicant 16 years and above (using DS-11 form)  
(Note: beginning July 13, 2010, the fee will increase to **\$135.00**)

Payment can be in cash (dollar or Philippine currency) or credit card only. Fees and acceptable cards are subject to change without prior notice. **All fees are non-refundable.**

For inquiries: E-mail [ACSInfomanila@state.gov](mailto:ACSInfomanila@state.gov) or call (63-2) 301 2555 between 2:00pm and 4:00pm, Mondays thru Fridays except American and Philippine holidays