

DEPARTMENT OF FOREIGN AFFAIRS  
Passport Division, Office of Consular Affairs  
Metro Manila

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## PASSPORT ADVISORY

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### Schedule an Appointment for your Passport Application

To avoid long queues in applying for a passport in Manila, schedule an appointment by accessing the DFA website [www.dfa.gov.ph](http://www.dfa.gov.ph) and click the Consular Services tab, type your complete name, date and place of birth, and if applicable your old passport number.

Once you have an appointment, it will take you less than an hour to process your passport at designated counters and encoding machines.

### Courier Services

To avoid returning to the DFA to claim your passport, avail of any of the following accredited courier services (located at the basketball court) to collect and deliver your passport to you:

1. Air 21
2. DFAMPCI LBC
3. Pilipinas Teleserve, Inc. – ABOITIZ 2GO
4. Tel-PPT LBC
5. WWW Express - DHL

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### Reminder: Check the Validity of Your Passport

Before travelling, check if the validity date of your passport is at least six (6) months from the date of your departure to avoid problems at the airport.

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### Apply for a Passport in the Provinces

You can also apply for a passport at the following DFA Offices in the provinces:

*Bacolod City, Baguio City, Butuan City, Cagayan de Oro City, Cebu City, Cotabato City, Davao City, General Santos City, Iloilo City, Legaspi City, Lucena City, Palawan City, POEA (Satellite Office) Mandaluyong City, San Fernando-La Union, San Fernando-Pampanga, Tacloban City, Tuguegarao City, and Zamboanga City.*

### Avail of the new ePassport

Everyone may now avail of the ePassport (initially available in Manila), a highly secure enhanced Machine Readable Passport. The ePassport system reduces identity theft by storing the biometrics and signature of the passport holder and by recording his thumb marks.

### Green Passport is Valid until Date of Expiry

If you are a holder of the manual or green passport, you can still use your passport for travel abroad. All manual or green passports issued before 01 April 2010 will remain valid until the stated date of expiry and are acceptable for use abroad.

### The Passport Office is Moving to ASEANA Business Park

The Office of Consular Affairs (Passport Division, Authentication, Visa and Records) will be moving to a new building:

ASEANA BUSINESS PARK  
Corner Bradco Avenue and Diosdado Macapagal Blvd.  
Barangay Tambo, Parañaque City  
(near SM Mall of Asia – MOA)

Please disseminate the above information to your friends and relatives, officemates, as well as your neighborhood. Please call Tel 556-0000 or 834-4000 if you have further queries.