

## LIST OF REQUIREMENTS FOR VARIOUS CONSULAR SERVICES

### A. PASSPORT RENEWALS

<ol style="list-style-type: none"> <li>1. Four (4) copies of 4.5 x 3.5 cm photos (colored with royal blue or dark blue background). Photo must show applicant in decent attire with collar and sleeves.</li> <li>2. Present original passport and photocopy of pages 1, 2, 4, 6, and 32.</li> <li>3. Photocopy of Tarjeta de Residencia/Permiso de Trabajo. For residents of Andorra, the equivalent documents.</li> <li>4. For married women who opt to use their husband's surname, submit: Authenticated Marriage Contract.</li> </ol>	<ol style="list-style-type: none"> <li>5. For married women who opt to retain their maiden name, submit:               <ul style="list-style-type: none"> <li>-An affidavit stating that she opts to retain her maiden name even after her marriage.</li> <li>-For marriages that have been annulled, submit the duly authenticated Amended Marriage Certificate from the NSO, indicating that the marriage has been annulled, and for widows who opt to revert to their maiden name, the authenticated Death Certificate of their deceased spouse.</li> </ul> </li> <li>6. Other documents as may be required by the Consular Officer.</li> </ol>
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### B. LOST PASSPORT

<ol style="list-style-type: none"> <li>1. PERSONAL APPEARANCE OF THE APPLICANT IS REQUIRED.</li> <li>2. Three (3) copies of 4.5 x 3.5 cm photos (colored with dark blue or royal blue background). Photo must show applicant in decent attire with collar and sleeves.</li> <li>3. Police Report (DENUNCIA). For Andorra applicants, the equivalent police report.</li> <li>4. An affidavit explaining how the passport was lost shall be executed by the applicant at the Consular Office.</li> <li>5. Submit a duly authenticated BIRTH CERTIFICATE.</li> </ol>	<ol style="list-style-type: none"> <li>6. If birth certificate of applicant is not available, submit the following:               <ul style="list-style-type: none"> <li>-An authenticated Certificate of Non-Availability of Record issued by the Office of the Civil Registrar General (NSO).</li> <li>-Baptismal Certificate</li> <li>-Joint affidavit of two (2) disinterested persons regarding the circumstances of the applicant's birth</li> <li>-Photocopy of applicant's lost passport, if available. NOTE: The authenticity of applicant's lost passport will have to be confirmed by the issuing office.</li> </ul> </li> <li>7. <b>Waiting period: Fifteen (15) working days</b></li> </ol>
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### C. REQUEST FOR ADMINISTRATION OF OATH OF ALLEGIANCE

<p>FOR THE PRINCIPAL APPLICANT</p> <ol style="list-style-type: none"> <li>1. Two (2) Photos (Royal Blue Background).</li> <li>2. NSO issued Birth Certificate</li> <li>3. NSO Marriage Contract or Certificado Literal de Matrimonio (if married)</li> <li>4. Certificado Literal de Nacimiento (issued by Registro Civil)</li> <li>5. Old Spanish Passport</li> <li>6. Spanish Passport and DNI</li> </ol>	<p>FOR SPANISH MINOR CHILDREN</p> <ol style="list-style-type: none"> <li>1. Two (2) Photos (Royal Blue Background)</li> <li>2. If born in the Philippines, NSO issued Birth Certificate or If born in Spain, copy of the Report of Birth (issued by the Consulate)</li> <li>3. Old Philippine passport, if available</li> <li>4. Spanish Passport and DNI</li> </ol>
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### D. CIVIL REGISTRY REPORTS

<p>REPORT OF BIRTH OF CHILD BORN ABROAD</p> <p>3 copies each of the following documents:</p> <ol style="list-style-type: none"> <li>1. Certificado Literal de Nacimiento (issued by Registro Civil)</li> <li>2. Libro de familia</li> <li>3. Passport and residence permits</li> <li>4. Marriage contract of parents, if married</li> </ol>	<p>FOR REPORT OF MARRIAGE OF</p> <p>3 copies each of the following documents:</p> <ol style="list-style-type: none"> <li>1. Certificado Literal de Matrimonio (issued by Registro Civil)</li> <li>2. Passport and residence permits of contracting parties</li> </ol>
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