

IMPORTANT REMINDERS

- ❖ **Personal appearance is required for ALL applicants**
- ❖ **Photocopying is not part of the consular services offered by the Philippine Consulate. Please ensure you have the original and the required photocopy (*full document copy without missing sections*) with you when you come for your appointment.**
- ❖ **Self-addressed return envelope**

For those who wish to have their new passport mailed to their address, please submit an *Xpress Post* (regional) envelope with signature sticker. Please write your complete return address and your telephone number/s. Keep the top sheet of the mailing label as reference. You may trace the movement of your envelope using its tracking number about 8-12 weeks after the date of your application.

- ❖ **Debit card or credit card payments are not accepted at this time.** Payments may be made in **cash, bank draft or money order payable to the “*Philippine Consulate General Calgary*”¹ and indicating exact amount.** The Philippine Consulate will issue **official receipts** for payments made to the Consulate Cashier. The Philippine Consulate has not authorized any person or entity to collect payments on its behalf, including donations for venue rental or meals of Consulate personnel during consular outreach missions.

- ❖ **Permanent Residents in Canada**

Passport applicants who are permanent residents of Canada but cannot present a valid permanent resident (PR) card or whose PR cards have expired, are required to submit **proof of PR Card renewal**, such as renewal application letter or proof of payment for renewal under the applicant’s name, report of PR Card’s loss filed with Canadian immigration, or certification from the Canadian immigration that the applicant is a permanent resident.

- ❖ **Holders of Work Permit, Study Permit**

Passport applicants who are in Canada on work or study permits but whose permits have expired will have to present proof that they have applied for a renewal of their work/study permits. This proof may be in the form of a receipt from CIC showing the name of the applicant to prove that a renewal of the work/study permit has been applied for.

- ❖ **Visitor Visa holders**

Passport applicants who are in Canada on visitor visas but whose visas have expired will have to present proof that they have applied for a renewal of their visa. This proof may be in the form of a receipt from CIC showing the name of the applicant to prove that a renewal of the visa has been applied for.

¹ Please use these exact words. Otherwise, the bank will not accept your bank draft or money order.

❖ **Attire**

To ensure entry to countries with strict dress codes, all passport applicants are required to wear decent clothing for passport photo capture. Plunging necklines, sleeveless clothing, spaghetti strapped tops, see-through tops, sando, tube tops, halters and the like are prohibited.

❖ **Theatrical make-up and hair style, earrings and colored contact lenses are not allowed during data capture**

❖ **Release of Passports**

New passports will be available about 8-12 weeks from the date of filing. Following are three ways that applicants may receive their new passports:

a. *By mail*

New passports will be mailed to the applicant using the envelope provided by the applicant during the filing of application. Please note that the Consulate has no control over mail delivery dates by Canada Post. You may track your envelope at Canada Post's website after the date when your new passport will be available. Said date is stamped on your Official Receipt.

b. *Personal pick-up at the Consulate*

Those who opted to pick up their new passports must present (1) their old passport, and (2) official receipt of payment when claiming their new passport. Please check the date stamped on the Official Receipt when your new passport will be available for pick-up.

c. *Through a representative*

Only immediate family members are allowed to get the passport on behalf of the applicant. Immediate family members include father, mother, brother, sister, spouse, and children of legal age (18 and above). Please note that:

1. The passport will only be released to an immediate family member with proper authorization letter and valid ID, plus the applicant's old passport and official receipt of payment.
2. The passport of the minor applicant shall be released only to parents or adult siblings or to an authorized representative with Special Power of Attorney or Affidavit of Support and Consent. The applicant's old passport and official receipt must likewise be presented by the authorized representative.

❖ **Unclaimed passports**

Passports unclaimed after six (6) months will be cancelled per DFA Department Order No.37-03

❖ **Passport Validity**

In accordance with Department Order No. 010-2017 or the Implementing Rules and Regulations (IRR) of Republic Act No. 10928 (2017), the Philippine passport has a ten-year validity period for those issued to Filipinos 18 years or older. Filipinos under 18 years will still be issued five-year valid passports.

Please note that your passport must be at least six (6) months valid for you to be able to travel abroad.