

Important Reminders

- Your appointment is on 30-Jan-2023 at 14:00 - 15:00.
Please be at DFA Manila (Aseana) 15-30 minutes before your scheduled appointment.
- Print your application form and e-receipt on an A4-size paper for presentation and submission to your chosen Consular Office.
- Be ready with both the original and photocopies of your documents to avoid delay in the processing of your application. For reference, you may visit <https://consular.dfa.gov.ph/services/passport/requirements>
- For your civil registry documentary requirements, you may order them online from the Philippine Statistics Authority through <https://www.psaserbilis.com.ph> or <https://www.psahelpline.ph>
- Passport processing fee is non-refundable and non-transferable.
- If you have paid for passport courier delivery online during the appointment process, your current passport will be cancelled during your appointment.

There are no available courier delivery services at TOPS Sites. Those who applied at these sites will be unable to request the delivery of their passports on the day of their appointment schedule.

Hindi available ang courier service sa mga TOPS Sites, dahil dito, hindi maaring mag-request sa TOPS na mai-deliver via courier service ang inyong passport sa araw ng iyong appointment.

- If you have chosen to pick up your passport, you may claim your passports at the respective Supervising Consular Office (SCO) of the TOPS where you applied. Please click [HERE](#) to check the location of the SCO.

Kung pinili ninyong i-pick up ang iyong passport, maari itong kunin sa designated na Supervising Consular office (SCO) ng TOPS Site kung saan kayo ay nag-apply. I-click ang [link](#) na ito para makita ang listahan ng mga SCO.

- Note that passports for pick-up must be claimed at the designated SCO and applicants will not be able to request for passport delivery on the day of their appointment.

Ang mga passports na for pick-up ay kinakailangang kunin sa mga designated na SCO dahil hindi maaring mag-request ng delivery sa TOPS Site sa araw ng inyong appointment.

- Please be reminded that, per Department Order 2021-012, unclaimed passports after one (1) year will be cancelled.

Mahalagang tandaan na ang mga passports na hindi nakuha ng aplikante sa loob ng isang (1) taon ay i-kakansela, alinsunod sa Department Order No. 2021-012.

Steps at the Consular Office - Data Capturing Site

Step 1 Have your appointment verified at the verification section. Present your duly accomplished application form, an ID, and your e-receipt. Please double check that the verifier has signed or stamped your form before proceeding to the next step.

Step 2 Present your verified application form and requirements to the processor. Please note that you MAY be required to present other requirements.

If approved, double check that the processor has signed your form.

Step 3 Proceed to the data capturing /encoding section. Make sure that all information entered is complete and correct before signing on the electronic confirmation page.

For Passporting on Wheels, courier services are mandatory.

Additional Reminders

- Photo requirement: dress appropriately; avoid wearing heavy or theatrical make-up
- A medical certificate may be required for a medical procedure done on the applicant that may interfere in the photo or fingerprint capture process.

PASSPORT APPLICATION FORM

00042023013001842

THIS APPLICATION FORM IS NOT FOR SALE. PLEASE DO NOT LEAVE ANY SPACES BLANK, INDICATE N/A IF NOT APPLICABLE. PROVIDING FALSE STATEMENTS IN PASSPORT APPLICATION IS PUNISHABLE BY LAW (R.A. 8239).

TRAJECO
LAST NAME / APELYIDO

ALMEDILLA
MIDDLE NAME / GITNANG PANGALAN

JUNE / 13 / 1999
Month Day Year
DATE OF BIRTH / PETSA NG KAPANGANAKAN
(Ex.: March 8, 2010)

JAKE BRYAN
FIRST NAME / PANGALAN (Jr./II/III)

PHL / MAMBURAO, OCCIDENTAL MINDO..
PLACE OF BIRTH / POOK NG KAPANGANAKAN

GENDER / KASARIAN MALE FEMALE

Civil Status: Single Married Widow(er) Legally Separated Annulled

Complete Address: BARANGAY 9, MAMBURAO OCCIDENTAL MINDORO, _____ Tel. No.: 09368195290

Present Occupation: SALES PS MANAGEMENT ASSISTANT _____ Mobile No.: 639368195290

Work Address: SANTA RITA ST. GUADALUPE NUEVO MAKATI CITY, _____ Tel. No.: _____

E-mail Address: JAKEBRYANTRAJECO030618@GMAIL.COM _____ Citizenship: _____

Name of Wife / Husband: _____ Citizenship: _____

Name of Father: REYNALDO VILLARUZ TRAJECO _____ Citizenship: PHL _____

Maiden / Single name of Mother: MARICON QUARE ALMEDILLA _____ Citizenship: PHL _____

Citizenship Acquired By:

Birth Election Marriage Naturalization R.A. 9225 Others _____

Are you a holder of a foreign passport? Yes No
If Yes, from what country? _____ Have you ever been issued a Philippine Passport? Yes No
If Yes, latest Passport Number? _____ Date of issue: _____ Place of issue: _____

(For applicants below 18 years old ONLY)

Name of minor's travelling companion: _____
Companion's relationship: _____ Contact Number: _____

I SOLEMNLY SWEAR that 1) I am a Filipino citizen. 2) The information I provided in this application are true and correct. 3) The supporting documents attached are authentic. 4) I am aware that under the law, I am allowed to hold only one Philippine passport at any given time. 5) I am aware that making false statements in passport application, furnishing falsified or forged documents in support thereof are punishable by law.

Signature of Applicant or Legal Guardian (for minor applicants)

ORGAN DONATION (Optional)

In case of death, I hereby donate Any organ / tissue Specific organ to save other people.
Please immediately notify my family at mobile / tel. no. _____

FOR USE OF THE DEPARTMENT OF FOREIGN AFFAIRS ONLY. PLEASE DO NOT WRITE BELOW THIS LINE.

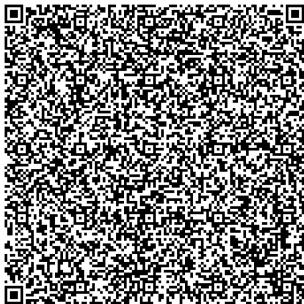
REMARKS:

Processor:	Encoder:	Signing Officer:	Transmission Officer:
RECEIVED CANCELLED PASSPORT:	RECEIVED NEW PASSPORT:		

FOR ADMINISTRATIVE USE ONLY:

E-Receipt No: 23100123641

For more details please visit www.dfa.gov.ph or www.passport.gov.ph



Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS

ELECTRONIC RECEIPT NO. 23100123641

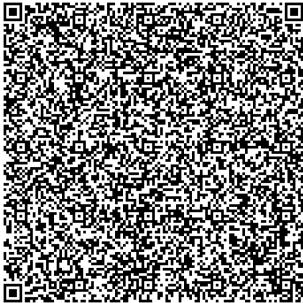
PAYMENT DETAILS:

MERCHANT: BAYD
BRANCH CODE: AB7Z
REFERENCE NO: DFHZJ6GFE0
DATE: 18-Jan-2023
TIME: 00:43



00042023013001842

APPOINTMENT NUMBER:	00042023013001842
NAME:	JAKE BRYAN ALMEDILLA TRAJECO
SITE NAME:	DFA Manila (Aseana)
TRANSACTION:	Passport processing
PROCESSING TYPE:	Regular
MODE OF PAYMENT:	CASH
SERVICE NUMBER:	23100123641
AMOUNT	Passport Fee ₱950.00



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