



**American Citizen Services,  
U.S. Embassy Manila  
U.S. Consular Agency, Cebu**

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### **Checklist for a U.S. Passport Using a DS-11 Form**

You must schedule an appointment to sign and submit your DS-11 passport application in-person at the U.S. Embassy in Manila or Consular Agency in Cebu. To book an appointment, download [Form DS-11](#), and for additional information, visit our website at <https://ph.usembassy.gov/passports>.

Please schedule one appointment per applicant. Please arrive to the U.S. Embassy in Manila or Consular Agency in Cebu 15-30 minutes before your appointment time. Appointment times do not reflect the actual interview time. Your interview time will be determined by the number of appointments scheduled for that day and the length of time required for processing individual cases. If you are late for your appointment, you may have to wait until all others are interviewed or reschedule your appointment.

If you have never before had one of the following U.S. citizenship documents required below, please see our page on [citizenship](#) to learn whether you meet the requirements of transmission of citizenship through a U.S. citizen parent.

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#### **The following are required at the Embassy or Consular Agency on the day of your appointment:**

- ☐ Printout of your **appointment confirmation**.
- ☐ **Personal appearance of the applicant.** Required for all applicants applying on a DS-11.
  - [Minors under 16](#) must appear with both parents at the appointment.
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  - For applicants who are [16 or 17 years old](#), one parent must appear at the appointment with a valid and acceptable photo I.D.
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  - Please see [Travel.State.Gov](#) for other options for appearance and consent in family situations in which one or both parents cannot attend the minor child's appointment.
- ☐ **DS-11 form** (Application for a U.S. Passport). Please electronically complete and print out the form, but do not yet sign it. You will sign the form in front of the Consular Agent or Officer at the time of your appointment.
  - The applicant's Social Security number (SSN), if the applicant has been issued one, is required by U.S. law on the passport application. If you have never been issued a Social Security number, you must submit a signed statement: "I declare under penalty of perjury under the laws of the United States of America that the following is true and correct: I have never been issued a Social Security Number by the Social Security Administration." This declaration or statement of "NO SSN" must be signed, dated, and attached to the application. If applicant is a minor, the parent will make the declaration for the child.

- ☐ Be prepared to **submit your actual, prior passport** during your appointment. If you cannot do so:
  - **If you are replacing a lost passport book or card**, you must print and fill out [Form DS-64](#) (Statement Regarding a Lost or Stolen U.S. Passport Book and/or Card). Bring a photocopy of the lost/stolen passport (if available).
  - **If you are replacing a damaged or mutilated passport**, submit a signed statement explaining how the passport became damaged or mutilated. Bring the actual damaged passport to your appointment
- ☐ **Photos of the applicant.** Please submit two [passport-style photographs](#), 2in x 2in (5cm x 5cm) set against a white background, taken within the last six months. Eyeglasses are not permitted in your photo.
- ☐ **Original proof of U.S. Citizenship.** If you are applying for your first ever U.S. passport, please bring your original U.S. Birth Certificate, Consular Report of Birth Abroad, Certificate of Naturalization, or Certificate of Citizenship to your appointment.
- ☐ **Sequential or "growing up" photos of the applicant.** The photos should span from the time the previous passport was issued to the present, or from birth if the applicant has never had a U.S. passport before. Please do not send original photos as we cannot guarantee their return. Applicants are encouraged to send clear, color copies of these photos, printed out and labeled with the years they were taken. Please submit at least 1-2 photos per year of age. For infants less than one year old, please submit one photo per month of age.
- ☐ **Valid ID.** Passport applicants age 16 and older, as well as the parents or guardians of minor applicants, must present a valid ID, such as a valid or expired undamaged U.S. passport, valid Philippine passport, or a digitized, valid, government-issued ID (examples include a driver's license, SSS, UNIFIED Multi-Purpose ID, BIR, POSTAL ID, or PRC). If none are available, two other secondary IDs may be presented as be subject to approval.
- ☐ **Photocopies** of all submitted civil and identity documents (front and back side of all submitted IDs).
- ☐ Non-Refundable [Application Fee](#). Currently, the fee for a passport book is **\$165.00** for those 16 years of age and older; **\$135.00** for those 15 years of age and younger. The cashier at the Embassy or Consular Agency accepts cash (either in U.S. dollars or Philippine pesos) and major U.S. credit cards (Visa, MasterCard, American Express, Discover, or Diners Club).
- ☐ **Delivery Fee for passport.** Be prepared to pay an approximate Php 80.00 – Php 120.00, in Philippine pesos, at the time of your appointment, for the return delivery of your documents. During your appointment, you will be given instructions on how to arrange delivery with the Embassy's contracted courier (Air21) located on the same floor. Air 21's exact fee may vary without notice based on service area.
- ☐ **For Minor Applicants Only: Original Proof of Parental Relationship.** If the applicant is age 16 or younger, you must present the applicant's U.S. birth certificate, Consular Report of Birth Abroad, court order or adoption decree, or Philippine birth certificate issued by the Philippine Statistics Authority (PSA).
- ☐ **For Minor Applicants Only (16 years old and younger): Consent of Both Parents.** Both parents' appearance and DS-11 signature during the child's appointment effectively establishes each parent's consent for the child to apply for the passport. Refer to scenarios below:

- If one parent/guardian is absent: The absent parent/guardian must provide a signed, original “Statement of Consent” Form ([Form DS-3053](#)). *Please note that this document is only valid for 90 days after the date of signature and should be notarized by a U.S. commissioned notary or at a U.S. Embassy or Consulate overseas.* The absent parent must also provide a photocopy of the front and back side of the photo I.D. that was used during notarization.
- If one parent/guardian has sole custody: Present original primary evidence of sole authority to apply for the child’s passport, *e.g., court order, death certificate, etc.*
- If both parents/guardians are absent: Submit original signed and notarized [Form DS-3053](#) from **each parent** who is listed on the child’s birth certificate. The name of the authorized representative (person applying for minor’s passport) should be indicated legibly on item#4 of the form. A photocopy of the front and back side of the same photo I.D. that was presented by the parent during notarization of the DS-3053 must be attached to the form. *Please note that this document is only valid for 90 days after the date of signature/notarization.*

Please see Travel.State.Gov’s page for alternative documentation that can be submitted on behalf of the missing parent(s) during the interview, explained under the section [Show Parental Consent](#).