

**Philippine Consulate General, New York**  
CONSULAR OUTREACH 2017

**PASSPORT APPOINTMENT REQUEST FORM**

**Site and date of Consular Outreach Activity:**

**Applicant's information (one form per applicant):**

Name (surname, given name, middle name)
Mailing address
Telephone number
Email address

**Checklist of supporting documents enclosed:**

	Fully accomplished <b>Passport Application Form</b> (may be downloaded from <a href="http://www.newyorkpcg.org/files/forms/passport/PPTform-ny.pdf">http://www.newyorkpcg.org/files/forms/passport/PPTform-ny.pdf</a> )
	Photocopy of <b>proof of current Philippine Citizenship</b> ( US visa, green card, INS notice of action, etc)
	<u>For passport renewals:</u> Photocopy of the <b>current Philippine passport</b> showing the data page, the page with the latest stamps of entry to the US, and the back page showing the signature of the Consular Officer
	NSO-authenticated Birth certificate (for applicants with passports issued before March 2010; or holders of non-electronic passports)
	<u>For amendment of last name due to marriage:</u> Photocopy of the signed <b>Report of Marriage</b> filed with the Philippine Consulate General or <b>Marriage Certificate</b> issued by the NSO (see <a href="http://www.pcgny.net/2009/legalReportOfMarriage.html">http://www.pcgny.net/2009/legalReportOfMarriage.html</a> )
	<u>For first-time passport applicants:</u> <b>Report of Birth</b> filed with the Philippine Consulate General, New York or <b>Birth Certificate</b> issued by the NSO (see <a href="http://www.pcgny.net/2009/legalReportOfBirth.html">http://www.pcgny.net/2009/legalReportOfBirth.html</a> )
	<u>Other documents</u> (please specify

**Send this form and supporting documents to the Philippine Consulate General through any of the following:**

- By mail to: Philippine Consulate General, 556 Fifth Ave., New York, NY 10036 (attention: Consular Outreach Coordinator)
- By email (scanned copies) to [consular.outreach@newyorkpcg.org](mailto:consular.outreach@newyorkpcg.org)
- By fax to (212) 382-1146 (attention: Consular Outreach Coordinator)

**Important reminders:**

1. Only applicants whose documents have been received by the Consulate General five (5) days prior to the scheduled consular outreach activity will be accommodated.
2. Applicants who have sent pre-registration documents will receive an email or telephone call from the Consulate General three (3) days prior to the scheduled consular outreach activity confirming their appointment.
3. Applicants who have confirmed appointments should be at the consular outreach activity site at the appointed time. They should present:
  - a print-out of their email confirmation;
  - the original Philippine passport;
  - the originals of the supporting documents, including other documents that the Consular Officer may require;
  - a self-addressed, pre-paid envelope (USPS priority mail with delivery confirmation) for the mailing of the new passport.; and
  - payment of \$60.00.

**For further information on the Philippine passport, please visit <http://www.newyorkpcg.org/our-services/passport>.**

**For queries on the Consular Outreach Activity, please send an email to [consular.outreach@newyorkpcg.org](mailto:consular.outreach@newyorkpcg.org).**