**Philippine Consulate General, New York**

CONSULAR OUTREACH

**PASSPORT APPOINTMENT REQUEST FORM**

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

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

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

Please check <https://newyorkpcg.org/pcgny/consular-services/passport/> for requirements on how to apply for a Philippine Passport.

**Send THIS FORM (scanned copy) together with your passport application form and supporting documents at least five (5) days prior to the scheduled consular outreach activity to the Philippine Consulate General by email to** [newyorkpcg.consularoutreach@dfa.gov.ph](newyorkpcg.consularoutreach%40dfa.gov.ph)

**Important reminders:**

1. Facemask is required even for vaccinated clients.
2. Applicants will only be allowed inside, 10 minutes before the set appointment.
3. Only applicants whose documents have been received by the Consulate General five (5) days prior to the scheduled consular outreach activity will be accommodated.
4. 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.
5. Applicants who have confirmed appointments should be at the consular outreach activity site at the appointed time. They should present:
* 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** <https://newyorkpcg.org/pcgny/consular-services/passport/>.

**For queries on the Consular Outreach Activity, please send an email to** [newyorkpcg.consularoutreach@dfa.gov.ph](newyorkpcg.consularoutreach%40dfa.gov.ph)