



Citizen's Charter

PASSPORT SERVICES Encoding Area

Telephone number: (966) 12-6693254 e-Mail: consular@pcgjeddah.org

AVAILABILITY OF SERVICES

Sunday – Thursday: 8:00 am to 5:00 pm (no lunch break)

WHO MAY AVAIL

All Filipino Citizens

WHAT ARE THE REQUIREMENTS:

A. FIRST TIME PASSPORT APPLICANT

1. Personal Appearance
2. Duly accomplished ePassport application form
3. Original & copy of the Birth Certificate duly authenticated by:
 - i. the MFA in KSA (if child is born in KSA);
 - ii. the DFA (if child is born in the Phils.); or
 - iii. any Foreign Service Post having jurisdiction (if the child is born abroad other than the Philippines or KSA)
4. Report of Birth (for new born child)
5. Passport copies of Parents
6. Copy of the Marriage Contract, if available
7. Copies of the Iqamas of the parents

B. PASSPORT RENEWAL

1. Personal Appearance
2. Duly accomplished ePassport application form
3. Original & copy of the data page of the passport to be renewed
4. Marriage Contract for women opting to use their married name

C. REPLACEMENT OF LOST PASSPORT

1. Personal Appearance
2. Duly accomplished ePassport application form
3. Copy of lost passport, if available
4. Police Report or JAWASAT Clearance
5. Affidavit of Loss
6. Letter from Employer translated in English, requesting for the replacement of the lost passport
7. Fifteen (15) calendar days clearing period

D. PASSPORT RENEWAL WITH AMENDMENT

1. **To Married Name**
 - i. Duly authenticated NSO copy of the Marriage Contract
 - ii. Original & copy of Passport
 - iii. Duly accomplished ePassport application form
 - iv. Personal Appearance
2. **Divorced or Annulled (reversion to Maiden Name)**
 - i. Duly authenticated NSO copy of the annotated Marriage Contract
 - ii. NSO copy of the Birth Certificate

- iii. Original & copy of the passport
- iv. Duly accomplished ePassport application form
- v. Personal appearance
3. **Death of Spouse (reversion to Maiden Name)**
 - i. Duly authenticated NSO copy of the Death Certificate
 - ii. Duly authenticated copy of the Marriage Contract
 - iii. Original & copy of the passport
 - iv. NSO copy of the Birth Certificate of the applicant
 - v. Duly accomplished ePassport application form
 - vi. Personal Appearance

E. EXTENSION OF PASSPORT VALIDITY

1. Duly accomplished passport extension form
2. Original & 2 copies of the data page of passport
3. Official receipt of passport renewal, copy of Final Exit Visa or Letter from Employer, in English, stating that OFW is for final exit

F. TRAVEL DOCUMENT

1. Duly accomplished application for travel document
2. Personal appearance except for those detained (certified by ANS Section)
3. Proof of Citizenship
Submit a copy of any of the following:
 - a. Marriage Contract
 - b. PRC Card
 - c. IBP ID
 - d. Land Title
 - e. Driver's License
 - f. School ID / Company ID
 - g. Government Service Record
 - h. SSS ID / GSIS ID
 - i. School Records
 - j. Voter's Registration Record or ID
 - k. Baptismal Certificate
 - l. Seaman's Book
 - m. Old Income Tax Return
 - n. Other documents that show citizenship
4. Final Exit, Affidavit of Undertaking that they will process their own exit visa of ATN certification
5. For children applicants: Copy of the Report of Birth

PRESENT ORIGINAL DOCUMENTS MENTIONED ABOVE

The Consulate reserves the right to require additional documents deemed necessary.

For photo capturing, applicant should wear decent attire, with sleeves and collar. Women are not allowed to wear veil except for religious or medical reasons. Long hair and earrings are not allowed for men.

New passport will be released 4-6 weeks after filing of application

PASSPORT FEES:

New ePassport	SR. 240
Renewal	SR. 240
Lost ePassport	SR. 600
Lost MRP	SR. 360
Affidavit of Loss	SR. 100
Renewal with Amendment	SR. 240
Extension of Validity	SR. 80
Travel Document	SR. 120

IMPORTANT REMINDERS:

- A. Bring your old passport for cancellation with your official receipt when claiming your new passport. The new passport will **NOT** be released unless the old passport is presented.
- B. Check all data in the Passport Application Enrollment Certificate before signing. Passports found to have printing errors may be replaced subject to another payment by the applicant.
- C. Declare lost, valid or expired passport to avoid delay in the issuance of a new one.
- D. Passports are released only to applicants or to authorized representative who must present the following:
 - Authorization Letter indicating the reason why the applicant cannot personally claim the passport and the name of the authorized representative
 - Copy of 1 valid ID of the representative
 - Official Receipt
 - Old passport (original) of the applicant
- E. Passports unclaimed after six (6) months from the date of filing will be cancelled per Department Order no. 37-03

HOW TO AVAIL OF THE SERVICE:

PROCEDURE FOR RENEWAL OF ePASSPORT

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	Encoding Area	<ul style="list-style-type: none"> - Get the ePassport application form - Passport Enrollment - Applicant to verify the correctness of the entries in the enrollment certificate - Applicant to sign enrolment certificate after accuracy of data is confirmed 	<ul style="list-style-type: none"> - Provide application form and explain briefly how to accomplish the application form - Evaluate all documents - Encode data, capture application form, pertinent documents, photo, fingerprint and signature - Print enrolment certificate and ask applicant to check data and sign - Issue receipt and advise applicant on the date of release of the new passport 	7 minutes	Passport Processor/Encoder	n/a	ePassport Application Form Enrolment Certificate
2	Cashier Area	<ul style="list-style-type: none"> - Proceed to the Cashier for payment 	<ul style="list-style-type: none"> - Accept payment and machine validate official receipt - Forward passport application form to the Signing Officer for final evaluation and data transmission to Central Site 	3 minutes	Collecting Officer	SR. 240	Official Receipt

RELEASING OF ePASSPORT

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN CHARGE	FEE	FORM
1	Releasing Area	<ul style="list-style-type: none"> - Applicant to present official receipt and wait for his/her name to be called - Check data/details in the newly issued passport 	<ul style="list-style-type: none"> - Receive official receipt and locate passport - Request applicant to submit old passport for cancellation - Request applicant to sign in the "RECEIVED New and Old Passports" stamp 	3 minutes	Releasing Officer	n/a	New Passport