

**PHILIPPINE EMBASSY - BERNE, SWITZERLAND  
PHILIPPINE CONSULATE GENERAL - GENEVA, SWITZERLAND**

**REQUIREMENTS FOR ePASSPORT**

**A. Basic Requirements:**

1. Prior Appointment for Philippine Embassy Berne. Call the Embassy tel. no. 031-350-1717.
2. Personal appearance. For biometrics (i.e. photo-capture), please do not wear big/dangling earrings nor rings in other parts of the face.
3. Duly Accomplished ePassport Application Form, available at the Embassy, Consulate General and *online*.
4. Original and photocopy of Identification Card/Residence /Work Permit
5. If Filipino applicant is a naturalized Swiss citizen or a naturalized citizen of another foreign country, he /she also has to apply for **Citizenship Retention and Reacquisition (Dual Citizenship)**. **Please see separate requirements.**
6. **Passport Application Fees** (payable in Chf only) :
  - **Renewal/first-time application** **-CHF60.00**
  - **Replacement of lost/damaged/tampered MRP (green) or MRRP Passports (maroon)** **-CHF90.00**
  - **Replacement of lost/damaged / tampered ePassport (dark maroon)** **-CHF150.00**
7. Self-addressed return envelope with CHF6.30 worth of stamps (registered mail), to be used for mailing documents back to client. Cost of stamps could vary depending on weight of documents and destination of mail.

**B. Renewal of current/expiring/expired passport:**

1. Basic Requirements, above, *section A*
2. Original Philippine passport (current, expiring or expired); plus a copy of the personal data page

**C. First-time Application**

1. Basic Requirements, above, *section A*
2. Original **Report of Birth (ROB)**, if born in Switzerland; or NSO-copy of ROB (if born in another foreign country).

If birth has not been reported yet, accomplish the Report of Birth. **Please see separate requirements for ROB.**

3. If applicant was born in the Philippines, original and photocopy of Birth Certificate issued by the National Statistics Office (NSO), duly authenticated by the Department of Foreign Affairs (DFA), simply called **ABC (Authenticated Birth Certificate)**

Also submit secondary documents (if born in the Philippines), i.e. baptismal certificate, school records, voter's ID, others as may be required by the Consular officer.

4. If minor, applicant should be accompanied by Filipino parent and submit copy of personal data page of Filipino parent's passport.

#### **D. Replacement of Lost /Tampered /Damaged Passport**

1. Basic Requirements, above, *section A*
2. Affidavit of Loss, narrating the circumstances of loss or damage, to be executed at the Embassy /Consulate General. **Affidavit Fee - CHF25.00.**
3. If lost passport has not expired yet at the time of application of new (replacement) passport, submit Police Report (on loss of passport) with 2 photocopies.
4. If available, photocopy of personal data page of lost Philippine passport.
5. Authenticated Birth Certificate or **ABC** (*Birth certificate issued by the NSO and authenticated by the DFA*)
6. Secondary documents issued in the Philippines i.e. baptismal certificate, school records, voter's ID, others as may be required by the Consular officer.

#### **E. Passport Application (renewal or replacement) with change of name or other amendments:**

1. See Basic Requirements , above (*section A*) and applicable requirements (*section B or D*) for passport application
2. For change of name due to marriage, accomplish **Report of Marriage (ROM)**, see *separate Requirements*
3. For change of name due to divorce, accomplish **Report of Divorce (ROD)**, see *separate requirements*.