

Passport Application Requirements

(Updated 10 January 2018)

Renewal of Passport (for Minor Applicants below 18 years old)

The current passport system requires the **personal appearance** of all applicants, regardless of age, for the purpose of taking the applicant's biometric details.

1. Duly accomplished passport application form.
2. Original passport of the child with photocopy of the passport's data page, visa page.
3. Original passport and photocopy of the parent's Passport (data page and visa page).
4. Birth Certificate of the child (submit a photocopy).
5. Additional proof of identity of parents:
 - a. Any valid identification card issued by the Philippine Government or by the Vietnamese Government plus photocopy [e.g. SSS/GSIS UMID, PhilHealth, Pag-ibig, Philippine driver's license, voter's ID, temporary residence card (TRC), Vietnamese driver's license]; **or**
 - b. Original and photocopy of parent's valid employment-related documents such as work permit and employment contract (**if available**).
6. Other relevant documents that may be required by the Consular Officer, depending on the circumstances of the passport applicant.

*Processing fee for an ePassport is **1,380,000 VND**, and processing time takes 6-8 weeks.

*Additional Affidavit (**575,000 VND**) is required for damaged/mutilated Passports.

IMPORTANT REMINDERS

In view of the processing time (6-8 weeks) required for issuance of ePassport, the Embassy encourages everyone to undertake the necessary preparations in accordance with their passport requirements at the earliest possible time. Please take note that holders of passports with a validity of less than six (6) months may not be allowed to travel to another country. They may however, still use said passport in traveling back to the Philippines.

The Embassy likewise advises all Filipinos to take note of the expiration date of their visas, and make sure to apply for passport renewal, if needed, at least 2 months prior to that date to avoid violating Vietnam's immigration laws.

New passports must be claimed within 6 months after the date of issue. Passports not claimed after 6 months from the date of issue will be cancelled per DFA Department Order No. 37-03. Please bring/send your old passport to the Embassy for cancellation when claiming your new passport.

For queries/clarifications with regard to passport applications and about all other consular services, please call the Consular Section of the Embassy at telephone no. (04) 3943 7873 ext 114/115 from 8:30 A.M. to 4:30 P.M. on weekdays (except public Holidays in Vietnam or in the Philippines), or send an email to hnpeconsular@gmail.com.