



PUBLIC ADVISORY

CANCELLATION AND RESCHEDULING OF APPOINTMENTS FOR PASSPORT SERVICES THROUGH WWW.PASSPORT.GOV.PH

The Consulate General of the Republic of the Philippines in Houston (Houston PCG) wishes to request all passport applicants to **cancel their appointments** obtained in the Department of Foreign Affairs passport appointment system website, www.passport.gov.ph, if they are **unable to appear on the day of their appointments**. This will free up appointment slots which can be booked by other people interested in availing of passport services in the Consulate General.

Below is the step-by-step procedure for cancelling the appointment:

- 1) Access www.passport.gov.ph.
- 2) Click on 'Manage Existing Appointment'
- 3) Enter appointment code and email address
- 4) Check I'm not a robot and click view details.
- 5) Click the 'Cancel Appointment' button
- 6) "Appointment with Appointment Code <Appointment Code> was successfully CANCELLED..." message will display;
- 7) Open your email to see the confirmation of cancellation
- 8) To set a new appointment, go back to appointment and either choose Start Individual Appointment or Start Group Appointment

For more information, please send an email to pcghouston.passport.legal@gmail.com

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