



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
CONSULATE GENERAL OF THE PHILIPPINES  
HOUSTON

**APPLICATION FOR TRAVEL DOCUMENT**

PLEASE PROVIDE REQUIRED INFORMATION COMPLETELY AND PRINT LEGIBLY.

LAST NAME		<p>2" x 2" PHOTO</p> <p>FOUR (4) PIECES</p> <p>COLORED, PLAIN WHITE BACKGROUND, TAKEN WITHIN LAST SIX MONTHS</p>
MIDDLE NAME		
FIRST NAME		
DATE OF BIRTH (MONTH / DAY / YEAR)	<b>GENDER</b> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	
PLACE OF BIRTH	<b>AGE</b>	
<b>CIVIL STATUS</b> <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOW/ER	<b>OCCUPATION</b>	
<b>DISTINGUISHING MARK, IF ANY</b>		

<b>NAME OF SPOUSE, IF MARRIED</b>	<b>CITIZENSHIP OF SPOUSE</b>
<b>IF WIDOWED OR DIVORCED, NAME OF PREVIOUS SPOUSE</b>	<b>CITIZENSHIP OF PREVIOUS SPOUSE</b>
<b>NAME OF FATHER (FIRST NAME, LAST NAME)</b>	<b>CITIZENSHIP (AT TIME OF APPLICANT'S BIRTH)</b>
<b>MAIDEN NAME OF MOTHER (FIRST NAME LAST NAME)</b>	<b>CITIZENSHIP (AT TIME OF APPLICANT'S BIRTH)</b>

<b>US ADDRESS</b>	<b>PHONE NO. / MOBILE NO.</b>
<b>PHILIPPINE ADDRESS</b>	<b>E-MAIL</b>

<b>PHILIPPINE CITIZENSHIP ACQUIRED BY</b> <input type="checkbox"/> BIRTH <input type="checkbox"/> NATURALIZATION <input type="checkbox"/> ELECTION <input type="checkbox"/> R.A. 9225 (DUAL CITIZENSHIP LAW) <input type="checkbox"/> OTHER: _____	<b>HAVE YOU EVER BEEN ISSUED A PHILIPPINE PASSPORT?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	
	<b>IF YES, LATEST PASSPORT NO.</b>	
	<b>DATE OF ISSUE</b>	<b>PLACE OF ISSUE</b>

**REASON FOR APPLYING A TRAVEL DOCUMENT:**

I SOLEMNLY SWEAR that the attached photograph is mine, that the statements made on this application form are true and that the attached supporting documents are authentic.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

<p><b>IMPORTANT: IF APPLICANT IS UNABLE TO APPLY IN PERSON, THIS FORM SHALL BE NOTARIZED.</b></p> <p>SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____ in _____</p> <p>_____ NOTARY PUBLIC</p>	<p>SEAL OF NOTARY PUBLIC</p>
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**AFFIDAVIT  
(FOR TRAVEL DOCUMENT)**

I, \_\_\_\_\_, of legal age, single / married / widow(er), currently residing at \_\_\_\_\_ after having been sworn to in accordance with law, hereby depose and say:

- That I am a Filipino citizen \_\_\_\_\_ (initial)
- That I have a Philippine passport (copy attached), with the following details: Passport No.: \_\_\_\_\_ Place Issued : \_\_\_\_\_ Date of Issue : \_\_\_\_\_ Date of Expiry: \_\_\_\_\_
- That I lost my passport on \_\_\_\_\_ due to \_\_\_\_\_
- That my passport has expired on \_\_\_\_\_
- That I need to travel to the Philippines as soon as possible due to :
  - Bereavement       Medical/Emergency travel
  - Ailing Relative/s       Others \_\_\_\_\_
- That I will travel to \_\_\_\_\_ on \_\_\_\_\_ via \_\_\_\_\_ airlines and intend to return to the US on \_\_\_\_\_
- That I will renew/apply for my Philippine passport in the Philippines and that I am aware of the processing/waiting period for the issuance of the passport \_\_\_\_\_ (initial)
- That I applied for a passport at the Philippine Consulate General in Houston, but will be unable to pick it up before my departure for the Philippines, and will authorize someone to claim my passport from the Philippine Consulate General to have it sent to the Philippines \_\_\_\_\_ (initial)

**IN WITNESS WHEREOF**, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at the Consulate General of the Philippines, Houston, Texas, U.S.A.

\_\_\_\_\_  
(Affiant)

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at the Consulate General of the Philippines, Houston, Texas, U.S.A

Doc. No. \_\_\_\_\_  
Service No. \_\_\_\_\_  
Series of \_\_\_\_\_  
O.R. No. \_\_\_\_\_  
Fee Paid \_\_\_\_\_

# TRAVEL DOCUMENT

A travel document is a certification or identifying document containing the description and other personal circumstances of the bearer.

A travel document is issued to a Filipino citizen in lieu of a passport and is only valid for a one-way, direct travel to the Philippines. It is issued only for emergency reasons requiring immediate travel back to the Philippines. Such emergencies include life and death situations, serious illnesses, bereavement of immediate family, and threats to a person's safety and livelihood.

Travel documents are also issued to Filipinos being sent back to the Philippines (such as in cases of deportation) and to tourists who have lost their passports.

Proof of urgency/emergency is required to qualify for a travel document.

## REQUIREMENTS:

- Duly-accomplished travel document application form and affidavit (2nd page), typed or printed legibly in black or blue ink. **Both the form (1st page) and affidavit (2nd page) must be notarized if application is sent by mail.**
- Print out/Photocopy of Valid Airline Ticket with departure date of less than one month from date of applying for a travel document;
- Expired Philippine Passport
- Proof of Philippine Citizenship, please submit any of the following: Original and one (1) photocopy of Resident Alien Card/Permanent Resident Card or copy of visa (if tourist, leisure or business purpose), job contract or working permit.
- Philippine Statistics Authority (PSA, formerly NSO)-issued Birth Certificate on Security Paper, if the passport is lost or the expired passport is a BROWN PASSPORT. This can be obtained online at <https://www.psaserbilis.com.ph/Default.aspx>.
- If the passport was lost, attach an Affidavit of Loss, **duly notarized** by a local notary public if the application is sent by mail
- **Four (4) colored photos, 2" x 2"**, taken within six months before the date of application, showing a clear front view of applicant's face, with a white background. No sleeveless attire. Blurred or low quality photos are not accepted.
- Processing fee of \$30.00 (non-refundable), payable in cash or money order made payable to the "Philippine Consulate General". Personal checks and credit cards are NOT accepted.

## HOW TO APPLY:

Application for travel documents may be submitted through the following means:

1. Applications may be sent by **mail**, labeled as follows:  
*Philippine Consulate General  
Attn: Passport Section  
9990 Richmond Avenue Suite 100 N  
Houston, Texas 77042, USA*
2. Personal submission  
*Applications for travel document may be submitted in person at the Consulate General **on a walk-in basis without need of any appointment.***

## RELEASING

### **By Pick-up**

After three (3) working days, submit the **official receipt** during pick-up.

### **By Mail:**

Processed documents will be mailed back to the applicant after three (3) working days upon receipt of the application, provided that the applicant submits a **Self-Stamped Return Envelope** with appropriate stamps and tracking number (USPS Express or Priority Mail) or (2) Self-Addressed Prepaid Mailing Envelope from the courier of choice labeled with the recipient's address.

**Note:** *The Philippine Consulate General assumes no responsibility for any delay or loss in the mail, or while the documents are in the custody of the courier service. The applicant should note the tracking numbers of all envelopes used and submitted, and may track their envelopes at the website of their chosen courier.*

**For queries on travel document please email [houstonpcg.passport@gmail.com](mailto:houstonpcg.passport@gmail.com)**