

## ISSUANCE OF MACHINE READABLE PASSPORT

In compliance with the guidelines and authority issued by the Department of Foreign Affairs (DFA), the Philippine Embassy in Thailand will start implementing the issuance of the **Machine Readable Passport (MRP)** in the latter part of **August 2008**.

The Embassy has been instructed by Secretary of Foreign Affairs Alberto G. Romulo to accelerate the transition from the manually scripted passport (green) to MRP (maroon) in order for Filipinos to be at par with the standard set for international travelers.

With the MRP implementation, the following requirements must be complied with:

### a) For Renewal of Passport

- Personal appearance of applicant (from ages 8 to 64);
- Duly-accomplished passport application form;
- Valid passport and photocopy of its personal data page and visa page;
- Three (3) colored photos with royal blue background (pls. read photo requirements below); and
- Processing fee of Two Thousand Two Hundred Fifty Baht (B2,250.00).

### b) For first-time Passport Applicants

- Personal appearance of applicant (from ages 8 to 64) and at least one (1) parent, for children below 18 years old;
- Duly-accomplished passport application form;
- Report of Birth if born abroad;
- Three (3) colored photos with royal blue background (pls. read photo requirements below);
- Processing fee of Two Thousand Two Hundred Fifty Baht (B2,250.00)
- Original passports of parents and photocopies of each passport, for children below 18 years old;
- Proof of identity/ supporting documents as the consular officer requires.

### c) For Lost Passport Applicants

- Personal Appearance of applicant from ages 8 to 64;
- Police Report in Thai language with English translation;
- Three (3) colored photos with royal blue background (pls. read photo requirements below);
- Affidavit of Loss (B1,125.00);
- Processing Fee of B4,050.00; and
- 15-day waiting period (not including the turn-around time for release).

### **New Photo Requirements for Machine Readable Passports:**

**General Rule.** Photo must allow the Immigration Officer to identify the Passport holder, therefore, as long as the photo submitted by the applicant satisfies this primary criteria, the photo is acceptable, provided the following requirements are met:

1. RECENT PHOTO. Photograph should have been taken within the last six months
2. SIZE. Photograph size is **4.5 x 3.5 cm.**
3. BACKGROUND COLOR. Background color should be **Royal Blue**
4. POSE. Full frontal
5. IMAGE SIZE. Image of the applicant should occupy approximately 70-80% of the photograph.
6. CROPPING. There should be at least 5mm-10mm space at the top of the photo between the edge of the photo and the crown/head of the person to allow for "cropping" of the photo.
7. MATTE PAPER PREFERRED. Photograph should be printed on good quality photo paper, preferable MATTE.
8. CLEAN PHOTOGRAPH. Photograph should be free from ink marks, dirt, grease, finger prints and paste stains.
9. DO NOT USE ERASER/ APPLY CHEMICAL ON THE PHOTO TO CLEAN IT.
10. USE OF COLLARED SHIRT. Applicant's photograph should show him/her wearing decent attire, preferably with collar. For women, as long as applicant is shown with decent attire (**No short sleeves/plunging neckline**), the photo is acceptable.
11. EYE GLASSES. Use of eye glasses is acceptable, provided there is no glare from the glasses.
12. DARK GLASSES/ SHADES: Use of dark/tinted glasses is not acceptable except for the medically blind, provided the person can still be recognized through his photo.
13. EARS SHOULD BE VISIBLE. As much as possible, **both ears of the applicant should be visible.**
14. HEAD SCARF/VEIL. Use of head scarf for religious and medical reasons is allowed, (i.e. Muslim women/Nuns/Cancer patients with hair loss/ alopecia). However, the scarf should not cover the eyebrows/eyes. Remember, the photo should allow the Immigration Officer to recognize/identify the passport holder. It is alright if the ears of the Muslim woman applicant or an applicant who is a member of a Religious Order (Nun) are not visible in the photograph.
15. SMILING. When having their photos taken, applicants may smile. However, features (eyes, mouth, cheeks) of the applicant must not appear distorted or too different from formal/ non-smiling pose. RECOMMENDED: **The "Monalisa" smile.**

All Regular Machine-Readable Passports will come in **Forty-Four (44) pages** only.

As the MRPs will be issued in Manila, kindly note that the turn-around time for the release of MRPs will be **more or less thirty (30) days.**

For further inquiries on the MRP issuance, you can contact the Embassy at Tel. Nos. **02-2590139/40** or e-mail us at [inquiry@philembassy-bangkok.net](mailto:inquiry@philembassy-bangkok.net).

The Embassy would appreciate it if this information of great importance could be passed on to other Filipinos here in Thailand.

28 July 2008