



TEMPORARY PASSPORT

General requirements:

- 1) Fully filled-in, dated and signed application form (click on FORMS in Quick Links). For minors, please make sure that the application form is signed by both parents. Children aged 6 and above should enter their name or signature in the box themselves.
- 2) 2 photos (recent, 35x45mm, matte finish, teeth not showing, white background) *.
- 3) Bank receipt / deposit slip as proof of payment (click on TARIFF in *Quick Links*).
- 4) Police report of theft or notarized affidavit of lost.
- 5) Flight itinerary / departure date.
- 6) Copy of your Belgian identity card (with national number) and passport (with visa, if possible).

* For more information on the quality of the photos, click here:

- ✓ https://diplomatie.belgium.be/sites/default/files/downloads/2016_matrice_nl.pdf
- ✓ https://diplomatie.belgium.be/sites/default/files/downloads/2016_matrice_fr.pdf

Procedure:

Kindly send the above documents via email at manila@diplobel.fed.be for a first assessment. If the file is complete and all conditions fulfilled, the application will be pre-registered and we will invite you to come to the Embassy in Manila with the original documents and photos to conclude the procedure. The temporary passport will be issued immediately.

According to your needs, you can choose for a validity of 1 month (equivalent to 10 EUR) or 1 year (equivalent to 50 EUR). Kindly check in TARIFFS for the current consular rate and form of payment. If you intend to travel around with this temporary passport, you should first contact the Embassy of the countries of destination to make sure they accept this hand-writing travel document.

Before exiting the Philippines, you will have to request from the Bureau of Immigration for a transfer of your first stamp of arrival or extension of visa into your new passport, or if you are illegal in the country, for an Emigration Clearance Certificate. Since they are the competent authority, kindly address your request directly to them:

Bureau of Immigration
Magallanes Drive, Intramuros

1002 Manila (Philippines)

Phone: +63 2 465-2400

Phone: +63 2 524-3769

Phone: +63 2 527-3248

Email: xinfo@immigration.gov.ph

Website: www.immigration.gov.ph

FB page: www.facebook.com/officialbureauofimmigration/

Opening hours: from Monday to Friday, from 8am to 5pm

You should as well call Doc-Stop to cancel your passport and protect yourself against any fraudulent use of your identity: +32 2 518 2123.