

MOBILE PASSPORT SERVICES (MPS)

ADMINISTRATIVE REQUIREMENTS

1. Letter request from interested government unit (LGU) or government agencies
2. Designation of a Passport Coordinator (a regular employee of requesting LGU or agency)
3. Suitable, convenient & accessible venue, inclusive of the following:
 - For the DFA personnel and equipment;
 - Minimum of 50 square meters and must be well-lighted
 - Possibly air conditioned room (equipment are heat and moist sensitive)
 - Electrical outlets and extension cords (for computers, cash registers, printers, etc.)
 - Tables and chairs
 - For the applicants;
 - Well ventilated holding area
 - Chairs and tables

(site inspection is recommended, if practicable)
4. Transportation for the MPS team (to and from venue)
 - Number of vehicles that would correspond to the number of team members and equipment to be used shall be determined prior to date of MPS
5. Appropriate meals (breakfast, lunch, dinner and snacks)
6. Accommodation (if necessary)
7. Support personnel/volunteers to assist the DFA team during the MPS

PROCEDURE

1. The head of the LGU should send a written request to the Office of Consular Affairs, DFA for the conduct of a MPS at least 2 months before the date of the MPS. The requesting LGU should announce the holding of the MPS to their constituents. The name of the LGU Passport Coordinator should be indicated in the letter.

OTHER INFORMATION AND REQUIREMENTS

1. The processing of passports is guided by the Philippine Passport Act of 1996 and its implementing rules and regulations, other relevant Department Orders, Circulars and Memoranda.
2. Personal appearance is a must for all passport applicants for the capturing of photograph and biometrics.
3. MPS will not accept applications for replacement of lost valid passports but will entertain applications for lost expired passports.
4. Mobile passport fee is Php 1,200.
5. The recommended processing time during MPS is between 8am and 5pm. *(May extend if needed)*
6. For the initial stages of MPS, LGUs are advised to have a minimum 150 applicants.