

VISAYAS STATE COLLEGE OF AGRICULTURE
Baybay, Leyte

OFFICE OF THE PRESIDENT

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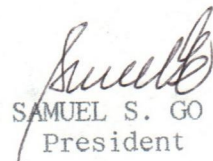
T O: All ViSCA Staff

R E: Requirements in Obtaining New Official Passport

Listed below for your guidance are the requirements in obtaining new Official Passport at the Dept. of Foreign Affairs:

1. Fill-up Application for New Official Passport
2. 2 (1.77"x1.37") passport size photo with plain background
(Note: Must be in formal attire with collar and face should be close-up)
3. LC Form 1-A (Birth Certificate) issued by the Local Registry Office and should be authenticated by NSO
4. If married, LCR Form 3-A (Marriage Certificate issued by the Local Civil Registry Office and should be authenticated by NSO)
5. Travel Authority signed by the President
6. Malacañang Travel Clearance issued by Malacañang
7. Invitation from the sponsoring agency
8. For scholars: Scholarship Training Contract
9. Certificate of no pending administrative case
10. Certificate of Appointment/Service Record
11. Proof of Middle Name (e.g. company ID, driver's license, PRC ID, etc.)
12. Itinerary of Travel
13. P75.00 - Passport Fee
50.00 - Travel Tax Certificate
14. For those whose passport already expires:
 - a) Photocopy of old passport pages 1-3
 - b) Birth and Marriage Certificate not necessary

Please be guided accordingly.


SAMUEL S. GO
President

cc:ODI