



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
फिलीपीन्स गणराज्य का दूतावास
NEW DELHI

FILCOM CIRCULAR No. 23

SUBJECT : Off-site Release of Passports

Following DFA Circular 2382-OCA-2016 dated 28 September 2016, Filipinos in India and Nepal are informed that they may request for their passports to be released and claimed in the following locations:

1. Department of Foreign Affairs in Manila
2. Any Regional Consular Office (RCO)
3. Any Philippine Embassy or Philippine Consulate General.

Applicants must accomplish the attached form. They will be given a tracking number.

To claim passports, applicants must comply with the following reminders:

1. Applicants must immediately inform the nearest Foreign Service Post/Office upon arrival.
2. Representatives must be duly-authorized, whenever possible, with a Special Power of Attorney.
3. Applicants requesting transfer of release venue may expect a delay due to the arrangements that have to be made to facilitate the request.
4. The Department reserves the right to deny the request subject to existing law and Department rules and regulations.

For information of the Filipino community in India and Nepal.


MA. TERESITA C. DAZA
Ambassador

New Delhi, 7 October 2016

NAME OF POST/OFFICE
Passport Release Transfer Request
Address, Telephone number, e-mail.

Date: _____

Full Name: _____

Complete mailing address: _____

Complete Contact number/s: _____

E-mail Address: _____

Assistance Requested:

Claiming by Representative

Name of representative: _____

Applicant's relationship to representative: _____

Cancellation of Passport

Release at RCO _____

Release at Post: _____

Return of Passport

Passport Application filed at: _____

Date of Passport Application: _____

Date of Arrival at requested site: _____

Flight details (if available): _____

PLEASE STATE FACTS AND REASON/S FOR REQUEST:

I hereby certify that the above information is correct

Applicant's signature

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Reminders:

1. Applicants must immediately inform the nearest Post/Office upon arrival.
2. Representatives must be duly-authorized, whenever possible, with a Special Power of Attorney.
3. Applicants requesting transfer of release venue may expect a delay due to the arrangements that have to be made to facilitate the request.
4. The Department reserves the right to deny the request subject to existing law and Department rules and regulations.
5. I have understood the above reminders. _____signature_____date