

ANNOUNCEMENT

Implementation of Machine Readable Passport (MRP)

The Embassy of the Philippines in Kuwait is now accepting applications for Machine Readable Passport (MRP). MRP is a passport where the data on the identity page is capable of being read by a passport machine reader at international borders.

Important changes in procedure are the following:

1. Personal appearance for all
 - New
 - Renew
 - Lost
 - Exception: below 8 and over 65 years old
2. Photo : ROYAL BLUE BACKGROUND (in matte paper, 4 copies)
3. Computer Generated Form (CGF)
4. Centralized production/printing in Manila
5. Change in turn around time
(MINIMUM WAITING PERIOD: ONE (1) MONTH FROM THE DATE OF FILING THEIR APPLICATIONS.)

For Filipino nationals whose visa and passport is nearing expiration, they may apply for the renewal of their passport six months ahead of the expiration of their visa and passport.

The old Philippine passports (green) remain valid until their expiration.

For further queries, please visit or call up the Consular Section of the Philippine Embassy through telephone numbers 25345762 and 25349099.

Please disseminate this information to your Filipino employees.

RICARDO M. ENDAYA
Ambassador

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Attachments:

- 1) Procedures in applying for a Machine Readable Passport (MRP)
- 2) MRP detailed requirements
- 3) Requirements for photo, fingerprinting and signature

MGA HAKBANG SA PAGKUHA NG MACHINE READABLE PASSPORT (MRP)

MAGFILL-IN NG PASSPORT APPLICATION FORM.

ILAKIP ANG MGA REQUIREMENTS SA APPLICATION FORM.

SUNDIN ANG MGA HAKBANG:

STEP 1

RECORDS VERIFICATION (*WINDOW 1*)

STEP 2

PROCESSING (*WINDOW 1*)

STEP 3

ENCODING/PHOTO ATTACHMENT
(*GROUND FLOOR-MRP*)

STEP 4

AFFIXING SIGNATURE/FINGERPRINTING
(*GROUND FLOOR-MRP*)

STEP 5

APPROVAL OF THE SIGNING OFFICER

STEP 6

PAYMENT (*WINDOW 2*)

STEP 7

RELEASING (*WINDOW 3*)
**(N.B. MINIMUM WAITING PERIOD: ONE (1)
MONTH FROM THE DATE OF FILING THEIR
APPLICATIONS. PRODUCTION/PRINTING OF
MRPs IS CENTRALIZED IN MANILA)**

**IMPORTANT REMINDER: THE MANUALLY SCRIPTED AND NON-MACHINE
READABLE GREEN PASSPORTS REMAIN VALID UNTIL THEIR
EXPIRATION.**

MACHINE READABLE PASSPORT REQUIREMENTS

RENEWAL OF PASSPORT

- Personal appearance (except below 8 years old and over 65 years old)
- Duly accomplished Passport Application Form
- Four (4) copies of recent picture (4.5 x 3.5 c.m. with royal blue background)
- Philippine passport and photocopy of data page (page 1), Limitations & Amendments (pages 2 & 3), residence visa page and inside back cover (page 32)
- Fee: KD15.000

REPLACEMENT OF LOST PASSPORT

- Personal appearance (except below 8 years old and over 65 years old)
- Duly accomplished Passport Application Form
- Four (4) copies of recent picture (4.5 x 3.5 c.m. with royal blue background)
- Police Report with English translation
- Affidavit of Loss
- If possible, photocopy of the lost passport /Kuwaiti Civil ID
- FEE: KD27.000

N.B. There shall be a 15-day waiting period for verification and notification purposes.

ISSUANCE OF PASSPORT TO THOSE BORN IN KUWAIT AND REGISTRATION OF BIRTH

- Personal appearance of the infant/child
- Duly accomplished Passport Application Form
- Four (4) copies of recent picture (4.5 x 3.5 c.m. with royal blue background)
- Duly accomplished Report of Birth Form (in triplicate) with footprint of the infant/child at the back page
- Birth Certificate authenticated by the Kuwait Ministry of Foreign Affairs (with English translation) and three (3) photocopies
- Marriage Certificate of parents and three (3) photocopies:
 - If parents were married in the Philippines, the Marriage Certificate in SECPA (security paper) from NSO must be authenticated by the Department of Foreign Affairs – Manila
 - If the marriage was solemnized by the Kuwait Ministry of Justice, the Marriage Certificate (with English translation) must be authenticated by the Ministry of Foreign Affairs and duly registered at the Embassy
- Photocopy of parent's passport (page 1) and residence visa page
- Personal appearance of either parent.
- KD22.500

ADDITIONAL REQUIREMENTS:

- For either parent renewing the passports of their minor children (below 18 years old):
 - Photocopy of latest departure and arrival stamp of Kuwait Immigration Authority
 - Photocopy of the data page of parents' passport
- For a woman who wants to adopt her married name
 - Marriage Certificate in SECPA (security paper) from NSO authenticated by the Department of Foreign Affairs – Manila
 - If the marriage was solemnized by the Kuwait Ministry of Justice, the Marriage Certificate (with English translation) must be authenticated by the Ministry of Foreign Affairs and duly registered at the Philippine Embassy.

NEW PHOTO REQUIREMENTS FOR MACHINE READABLE PASSPORTS (MRPs)

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 c.m.
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 at DFA-Manila.
7. **MATTE PAPER PREFERRED:** Photograph should be printed on good quality photo paper, preferably **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. No short sleeves/plunging neckline for women.

MORE REMINDERS ON PHOTOGRAPHS:

1. **EYE GLASSES:** Use of eyeglasses is acceptable, provided there is no glare from the glasses.
2. **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.
3. **EARS SHOULD BE VISIBLE:** As much as possible, both ears of the applicant should be visible.
4. **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 all right if the ears of the Muslim woman applicant or an applicant who is a member of a religious order (nun) is not visible in the photograph. Rule: Photo is acceptable.**
5. **CAPS/HEADGEAR:** Use of caps or headgear is not allowed.
6. **SMILING:** When having their photos taken, applicants may smile. However, the features (eyes, mouth, cheeks) of the applicant must not appear distorted or too different from formal/non-smiling pose. **RECOMMENDED:** The "Mona Lisa" smile is recommended. Photos showing applicant smiling with teeth or gums showing is acceptable, provided the applicant's features are not distorted and they can be identified at borders using the photograph submitted.
7. **USE OF CONTACT LENSES:** Use of contact lenses for medical reasons is all right, provided the contact lenses do not change the applicant's true eye color.
8. **USE OF EARRINGS:**
 - For Women: Acceptable, provided earrings are small.
 - For Men: Photo is rejected.

THE FOLLOWING PHOTOS ARE REJECTED:

1. Photo with red eye effect
2. Dirty photos
3. Image of the face too big
4. Image of the face too small
5. Wrong color background
6. Poor quality photo (washed out image/unnatural skin tone)
7. Photo does not resemble applicant
8. Applicant does not look directly into the camera. (Exception: Applicant has a medical/physical condition.)

FINGERPRINTING

How to affix your fingerprints:

- Slightly press both fingers on the black stampad provided.
- Carefully press both fingers on the boxes provided in the MRP printable form, avoiding any overprinting or excess ink.

SIGNATURE

How to affix your signature:

- You must sign in the box provided on the MRP printable form.
- Your signature should be within the box provided in the MRP printable form. It indicates your confirmation of the accuracy and veracity of the information contained thereon.