Starting **01 July 2008 (Tuesday),** the Philippine Embassy in Tokyo will start accepting and processing applications for the **Machine Readable Passports (MRPs)**. Please note that **priority** will be given to applicants whose passports have already **expired or are due to expire within 6 months.**

All regular green passports earlier issued will remain valid and will be honored by immigration authorities worldwide until their stated expiry date.

What is the Machine Readable Passport?

The Machine Readable Passport (MRP) will be the global standard format in April 2010 as prescribed by the International Civil Aviation Organization (ICAO). The passport holder's information is encoded and reflected in the machine readable zone (MRZ) which can be read by a machine/passport reader. This facilitates processing at all international ports of entry and exit.

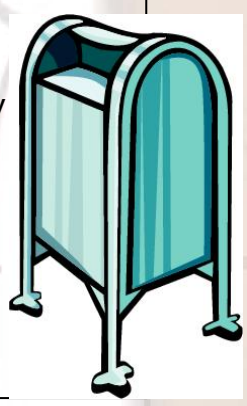
MRP Application Process

Step 1 (Fill-up MRP Application Form)

- Fill up MRP application form & attach one(1) 4.5cm X 3.5cm passport sized picture with **royal blue background**.
- Indicate with the MRP form your preferred date for Physical Appearance (PA).
- Enclose the MRP form in a self-addressed envelope together with 3 passport-sized pictures and photocopy of data page, visa page and last page of old or current passport.
- For New Applications, Lost, Mutilated Passports Passport with Assumed Names & Brown Passports: please refer to Embassy website for additional requirements. http://tokyo.philembassy.net/

Step 2 – Submission by Drop Box

- Applicant proceeds to the Embassy & places the self-addressed envelope in a designated Window/Drop Box
- Applicants signs in the logbook & indicates his/her preferred date for Physical Appearance (**at least 3 working days after date of submission**)
- Applicant shall inform the Embassy by email if he/she needs to reschedule the PA appointment.

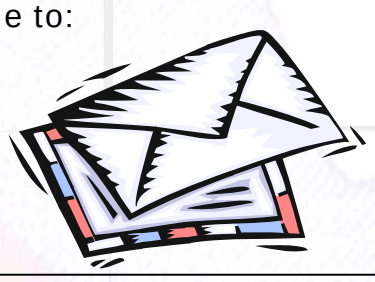


OR

Step 2 – *Submission by Mail*

- Enclose the MRP Form in a self-addressed envelope together with 3 passport-sized pictures (4.5cm X 3.5cm with **royal blue background) &** photocopy of data page, visa page and last page of old or current passport.
- Applicant should indicate with the MRP form his/her preferred date for Physical Appearance (**at least 6 days after the date of mailing**)
- Applicant shall inform the Embassy by fax or email if he/she needs to reschedule the PA appointment.
- applicant mails the sealed envelope to:

Passport Section
Embassy of the Philippines
5-15-5 Roppongi, Minato-ku
Tokyo 106-8537



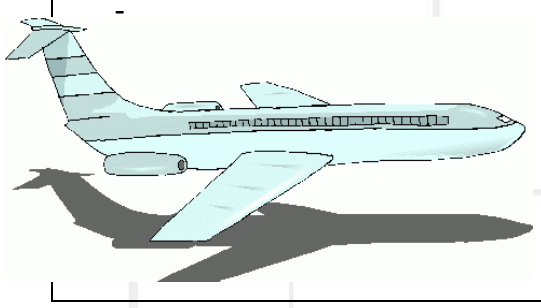
Step 3 – Personal Appearance at the Embassy (Sunday to Thursday, 9am to 12noon only)

- Applicant signs the logbook (or listing) with the names of those scheduled for PA on that date
- Applicant is given a number slip
- Applicant writes his/her name on the number slip, proceeds to Window 8 & submits the slip
- When his/her name number is called, applicant proceeds to the Passport Office to do the following:
  a. *Present original current passport*
  b. *Verify the data in the computer -generated form;*
  c. *Attach photo to the CGF*
  d. *Affix signature and thumbprints on the machine-generated form;*
- Pay the passport fee of ¥6,500 at the Cashier's Window
- If no self-addressed envelope was enclosed with the application form, applicant secures a self-addressed envelope & submit it to Window 8

Step 4 – *Submission of CGF to DFA Manila*

- the Embassy forwards the CGFs to the Office of Consular Affairs (OCA)-DFA
- Since the new passport will be printed and produced by the Department of Foreign Affairs in Manila, processing time will take at least **45 days** from the date the CGFs is forwarded to the DFA
- Applicants are advised to check the Embassy's website for Notice of Release

Step 5 – Release of MRP's and Return of Old Passports



- The Embassy posts Notice of Release in its website.

PICK-UP – applicants may pick-up MRP at Embassy and submit their old passport for cancellation

BY MAIL – applicant sends his/her old passport by Mail to the Embassy and encloses a stamped self-addressed envelope for mailing of MRP
- Embassy cancels the old passport
- The Embassy mails the MRP together with cancelled old passport