



# PHILIPPINE EMBASSY IN BEIRUT, LEBANON

## CONSULAR DIVISION

### PASSPORT PROCESSING AND RELEASING

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STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE	FEE	FORM
1	3 <sup>rd</sup> Floor, Consular Area Window 1 - Processing	Requests passport application form and list of requirements. Fills up application form.	Provides application form and list of requirements. Explains requirements and addresses inquiries regarding the application form, if any.	5-15 minutes <i>(depending on time spent by applicant in filling up forms)</i>	Consular Assistant / Consular Clerk	N.A.	Passport application form and list of requirements (also available at <a href="https://www.facebook.com/BeirutPE">www.facebook.com/BeirutPE</a> )
2		Submits accomplished forms along with supporting documents (with photocopies)	Evaluates application form and supporting documents. If the applicant has complied with all the documentary requirements, Consular Assistant informs applicant to proceed to the Cashier.	5 minutes	Consular Assistant / Consular Clerk	N.A.	Passport application form and list of requirements
3	Window 2 - Cashier	Pay at the Cashier	Issues official receipt (if necessary, also issues a queue number).	2 minutes	Cashier	USD60.00 (renewal /new passport) USD150.00 (lost passport)	Official receipt
4	3 <sup>rd</sup> Floor, Consular Area or 1 <sup>st</sup> floor Waiting Area <b>(depending on the number of passport applicants)</b>	Proceeds to the Consular Area / Waiting Area and waits for his/her name/number to be called	Informs applicant if it is already his/her turn to proceed to the Encoding Area.	2 minutes to 15 minutes <b>(depending on the volume of passport applicants)</b>	Consular Clerk	N.A.	Official receipt
5	3 <sup>rd</sup> Floor, Consular Area Encoding Area (behind the glass)	Proceeds to the Encoding Area and follows the instructions given by the encoder	Scans documents, captures biometric data, and takes the photo of the passport applicant.	10 to 15 minutes	Consular Assistant / Consular Clerk	N.A.	N.A.
6		Signs the Passport Application Enrolment Certificate indicating that there are no errors on the passport details. <i>Leaves the Consular Area making sure that the old passport and official receipt are with him/her</i>	Shows the Passport Application Enrolment Certificate to the applicant and requests him/her to read it and ascertain that there are no mistakes on the encoded data. Consular Assistant electronically signs the passport to be transmitted to the Philippine for printing.	2 minutes	Consular Assistant / Consular Clerk	N.A.	Passport Application Enrolment Certificate
7	Applicant checks if his/her passport is ready for release at <a href="https://www.facebook.com/BeirutPE">www.facebook.com/BeirutPE</a> or calls 05953520 Note: It normally takes <b>4-5 weeks</b> before a passport is received by the Embassy from the Philippines.						

STEP	LOCATION	CLIENT	SERVICE PROVIDER	DURATION	PERSON IN-CHARGE	FEE	FORM
8	3 <sup>rd</sup> Floor, Consular Area Window 3 - Releasing	Presents his/her old passport (if for renewal) and official receipt	Releases the new passport to the applicant and cancels his/her old passport (if for renewal)	3 minutes	Consular Assistant / Consular Clerk	N.A.	Official Receipt and old passport (if for renewal)
9		Signs to acknowledge that the passport has been released to him/her	Requests applicant to acknowledge and sign receipt of new passport	1 minute	Consular Assistant / Consular Clerk	N.A.	
TOTAL PROCESSING TIME: <b>26 minutes</b> (depending on volume of passport applicants) TOTAL RELEASING TIME: <b>4 minutes</b>							
<b>END OF PROCESS</b>							