


# **TRACK THE STATUS OF YOUR PASSPORT APPLICATION**

## **HOW TO CHECK:**

On the fourth (4<sup>th</sup>) week, from the date you filed your application...

1. Visit the Embassy at [www.philippineembassy-usa.org](http://www.philippineembassy-usa.org);
2. Click on the icon  to launch the Passport Finder app;
3. Type your **Last Name** and **First Name** you used when you applied, in the appropriate box and click Submit.

## **STATUS: YOUR PASSPORT IS READY FOR RELEASE**

Your passport has been received by the Embassy and is ready for release.

**If your old passport is still valid, send it to the Embassy for cancellation together with a printed copy of a prepaid DHL label which will be used to send back both your old and new passports. Kindly enclose a short note stating the full name of the applicant and date and place of application.**

**If your old passport is expired or has been cancelled at the outreach, there is no need to send expired passports. We will send your new passport once we receive the prepaid DHL label either by mail or email.**

**Mail to:       The Philippine Embassy  
                  Attention: Passport Section  
                  1617 Massachusetts Ave NW  
                  Washington DC 20036**

**Email to:     tcipassportrelease@gmail.com**

## **STATUS: YOUR PASSPORT IS NOT READY FOR RELEASE**

Your passport is still being processed or is in transit from Manila and has not been received by the Embassy. Kindly note that the passport booklets are produced in the Philippines, and the entire process usually takes about two (2) months. Thank you for your patience and understanding.

There is no need to call the Embassy at this time. Check back again in the next few weeks.

Applicants whose passports are not available for release by the 12<sup>th</sup> week after their application date may send their status verification request via email to [passport@phembassy-us.org](mailto:passport@phembassy-us.org), indicating full name of applicant, and date and place of application.