

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
Diplomatic and Official Passports Section
Tel. No. 651-9419; Fax No. 836-7765; e-mail oca.dops@dfa.gov.ph
REQUEST FOR NOTE VERBALE FORM

THIS APPLICATION FORM IS NOT FOR SALE. PLEASE DO NOT LEAVE ANY SPACES BLANK, INDICATE N/A IF NOT APPLICABLE. PROVIDING FALSE STATEMENT IN THE PASSPORT APPLICATION FORM IS PUNISHABLE BY LAW (R.A. 8239)

Type of Passport: <input type="checkbox"/> Diplomatic <input type="checkbox"/> Official	Passport No. : _____ Date of Issue : _____
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_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE NAME
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Complete address : _____ Tel. No. Office : _____ Home : _____ Mobile : _____ E-mail address : _____

PURPOSE OF TRAVEL: _____ _____
DATE OF TRAVEL: _____
DESTINATION: _____ TRANSIT / LAY-OVER: _____
OFFICE OF EMPLOYMENT: _____
DESIGNATION : _____

I SOLEMNLY SWEAR UNDER THE PENALTY OF LAW that the statements made on this application form are true and the attached documents are authentic. Likewise, I hereby declare that I have been made aware of the application requirements and swear to submit all lacking requirements on the date of release. I also acknowledge that the Department has the right to hold the release of my note verbale / letter visa endorsement until I have satisfied all requirements.

Signature of Applicant

OR

Signature of Authorized Representative

DO NOT WRITE BELOW THIS PART. FOR THE DEPARTMENT OF FOREIGN AFFAIRS' USE ONLY.

Required Documents 1. Photocopy of revalidated diplomatic / official passport 2. Signed travel authority 3. Photocopy of confirmed flight itinerary (for transit / lay-over) 4. For USA travel / transit please provide brief job description and documents pertaining to the company / organization sponsoring the travel.	Date : _____ Date of Revalidation : _____ Date of Validity : _____ Processor : _____ Encoder : _____ Approving Officer : _____
Received by: _____ Signature over printed name	
Released by: _____	