

NOTICE

NEW GLOBAL ONLINE APPOINTMENT SYSTEM (GOAS) FOR PASSPORT APPLICATIONS

Starting 03 December 2021, applicants who wish to process their passport applications at the Philippine Embassy in Madrid may get an appointment through <https://www.passport.gov.ph>. Appointment slots for January to March 2022 are already available. Appointment slots for Other Services and POLO services can still be accessed via <https://www.philembassymadrid.com/online-appointments> .

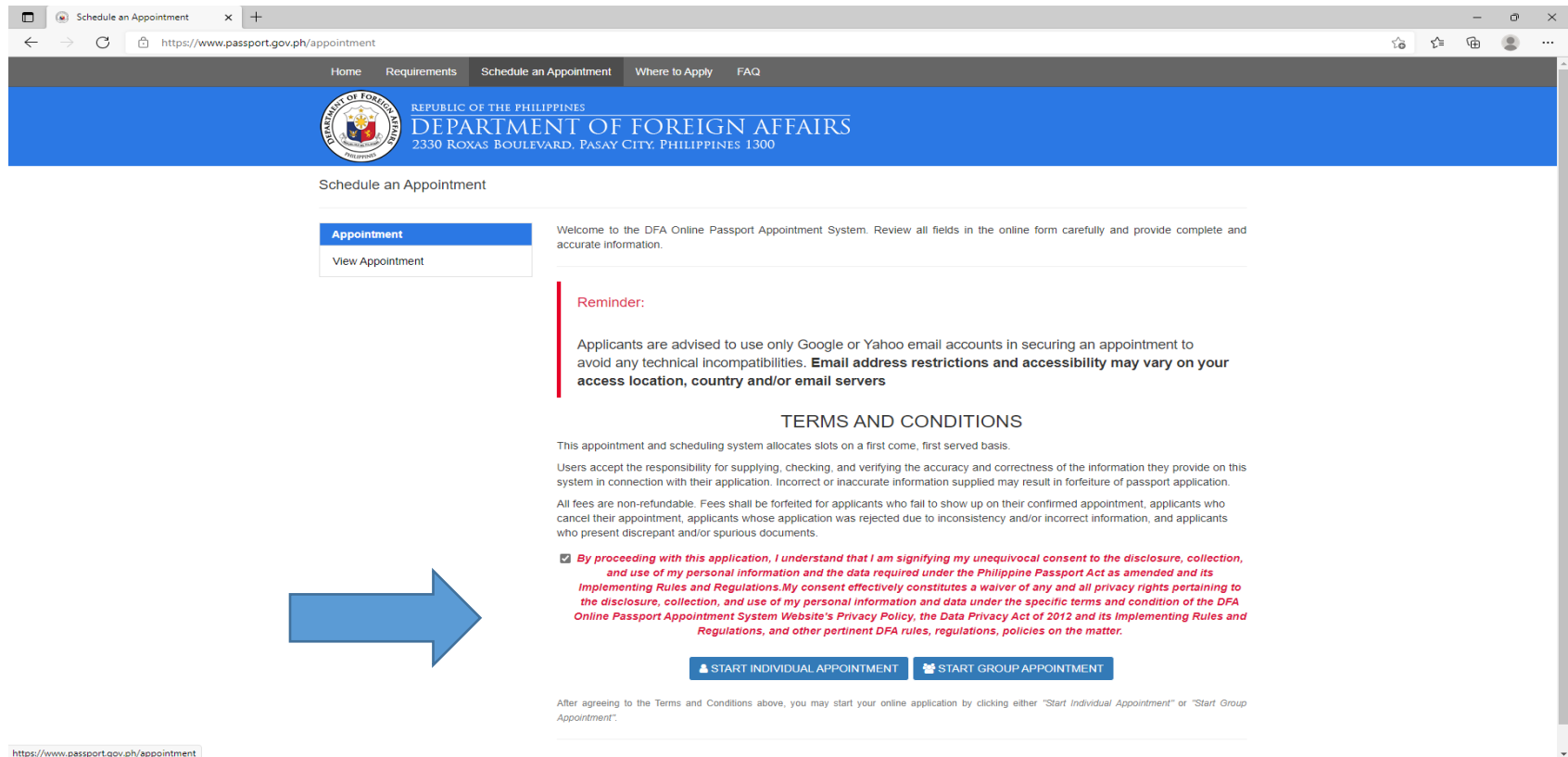
For ease of reference, below are the steps on how to get a passport appointment through the new appointment system:

HOW TO GET ONLINE PASSPORT APPOINTMENT

STEP 1: To open the site for the Global Online Appointment System (GOAS) please click the link <https://www.passport.gov.ph/>.



STEP 2: Press “Schedule an Appointment”, read the Terms and Conditions and press either “Start Individual Appointment” or “Start Group Appointment”



The screenshot displays the DFA Online Passport Appointment System interface. At the top, there is a navigation bar with links for Home, Requirements, Schedule an Appointment, Where to Apply, and FAQ. Below this is a blue header with the Department of Foreign Affairs logo and contact information: "REPUBLIC OF THE PHILIPPINES DEPARTMENT OF FOREIGN AFFAIRS 2330 ROXAS BOULEVARD, PASAY CITY, PHILIPPINES 1300".

The main content area is titled "Schedule an Appointment". On the left, there is a sidebar with a blue "Appointment" button and a "View Appointment" link. The main text area contains a welcome message: "Welcome to the DFA Online Passport Appointment System. Review all fields in the online form carefully and provide complete and accurate information."

A red-bordered box contains a "Reminder:" section with the text: "Applicants are advised to use only Google or Yahoo email accounts in securing an appointment to avoid any technical incompatibilities. **Email address restrictions and accessibility may vary on your access location, country and/or email servers**".

Below this is the "TERMS AND CONDITIONS" section, which includes a paragraph about slot allocation and a paragraph about user responsibility. A red checkmark is placed next to a consent statement: "By proceeding with this application, I understand that I am signifying my unequivocal consent to the disclosure, collection, and use of my personal information and the data required under the Philippine Passport Act as amended and its Implementing Rules and Regulations. My consent effectively constitutes a waiver of any and all privacy rights pertaining to the disclosure, collection, and use of my personal information and data under the specific terms and condition of the DFA Online Passport Appointment System Website's Privacy Policy, the Data Privacy Act of 2012 and its Implementing Rules and Regulations, and other pertinent DFA rules, regulations, policies on the matter."


At the bottom of the main content area, there are two buttons: "START INDIVIDUAL APPOINTMENT" and "START GROUP APPOINTMENT". A large blue arrow points to the "START INDIVIDUAL APPOINTMENT" button. Below the buttons, a small note states: "After agreeing to the Terms and Conditions above, you may start your online application by clicking either 'Start Individual Appointment' or 'Start Group Appointment'."

The browser's address bar shows the URL "https://www.passport.gov.ph/appointment".

STEP 3: Fill out Site Location.
→ Region – Europe → Country- Spain → Site - PE MADRID

https://www.passport.gov.ph/appointment/individual/site

Home Requirements Schedule an Appointment Where to Apply FAQ

 REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
2330 ROXAS BOULEVARD, PASAY CITY, PHILIPPINES 1300

Individual Appointment - Site Location

Individual Appointment

- Site Location ←
- Date and Time
- Personal Information
- Family Information
- Application Information
- Contact Information

Specify the site where you want to set an appointment:

Region *
EUROPE

Country/Special Administrative Region *
SPAIN

Site *
PE MADRID

Office Name
TBD

Office Address
Calle Eresma 2, 28002, Madrid Spain

Contact Number
(+34) 917 823 830

Fields with asterisks(*) are required

BACK NEXT

STEP 4: Choose your preferred date and time of appointment.

Individual Appointment - Date and Time

Fields with asterisks(*) are required

Please be advised that your chosen time slot is reserved for 30 minutes.

Site *
PE MADRID

Date
Earliest available appointment: 03 January 2022

To the extent possible, additional slots are made regularly. The appointments slots from January 2022 onwards for DFA, Aseana and Consular Offices in the Philippines have not yet been loaded. Please check our website regularly. Thank you

Time

- 10:00 - 11:00 Available Slots: 10
- 11:00 - 12:00 Available Slots: 10
- 12:00 - 13:00 Available Slots: 10
- 13:00 - 14:00 Available Slots: 10
- 14:00 - 15:00 Available Slots: 10
- 15:00 - 16:00 Available Slots: 10

« January 2022 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Available Fully Booked

BACK NEXT

Republic of the Philippines 22.211125.6829| Privacy Policy

STEP 5: Fill out form with your Personal and Family Information

Personal Information

https://www.passport.gov.ph/appointment/individual/personal

Home Requirements Schedule an Appointment Where to Apply FAQ

Individual Appointment - Personal Information

Fields with asterisks(*) are required

Site: PE Madrid
Date: January 03, 2022 Time: 10:00 - 11:00

NOTE:

- The system asks for additional info when applicant is a minor.

WARNING: Ensure that all details in the name (first name, middle name and last name) and date of birth fields are correct, (e.g. surname is on first name field, has extra or missing letter, period or space, etc.) We cannot edit those fields on site and you will need to set a new appointment

BABALA: Siguraduhing eksaktong katulad ng pangalan ninyo sa lumang passport ang ilalagay na pangalan. Mag-ingat din sa petsa ng kapanganakan. Hindi tatanggapin ang application ninyo kung may mali sa pangalan at birthday ninyo (halimbawa: ekstrang letra, nadagdagan o kulang ng tuldok, etc). Uulit kayo ng proseso ng pag-set ng appointment kung magkamali.

I agree / Malinaw sa akin

Phone Number
+
include country, area or network codes

Mobile Number *
+
include country, area or network codes

Email Address *

Gmail or Yahoo Mail only

Confirm Email Address*

Last Name *

Given Name *

Include suffix name on first name

Middle Name

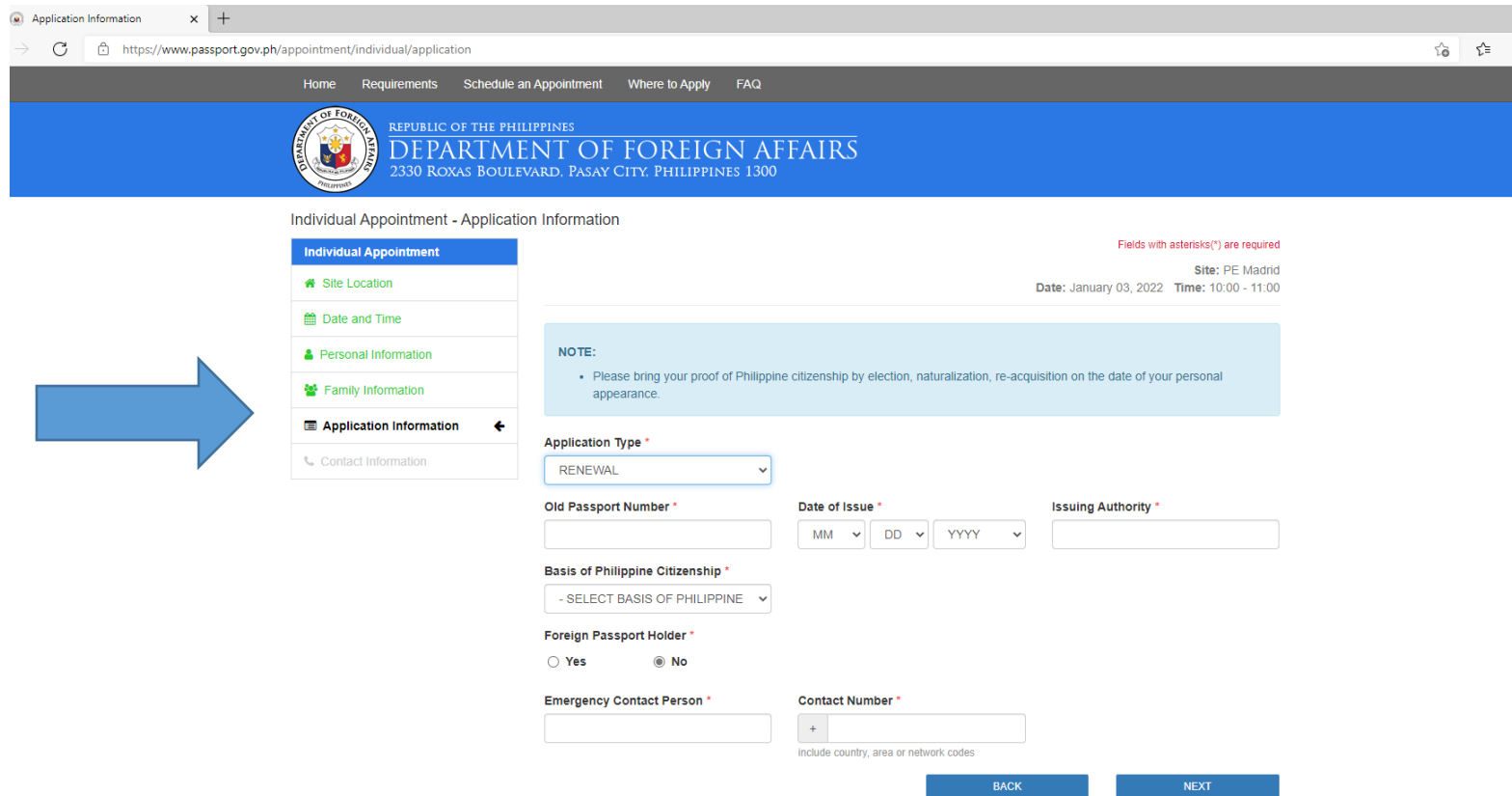
Date of Birth *
MM DD YYYY

Gender *
 Male Female

Civil Status *

Birth Legitimacy *

STEP 6: Fill out section with your Application and Contact Information.



Application Information x +
https://www.passport.gov.ph/appointment/individual/application

Home Requirements Schedule an Appointment Where to Apply FAQ

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FOREIGN AFFAIRS
2330 ROXAS BOULEVARD, PASAY CITY, PHILIPPINES 1300

Individual Appointment - Application Information

Fields with asterisks(*) are required

Site: PE Madrid
Date: January 03, 2022 Time: 10:00 - 11:00

NOTE:

- Please bring your proof of Philippine citizenship by election, naturalization, re-acquisition on the date of your personal appearance.

Individual Appointment

- Site Location
- Date and Time
- Personal Information
- Family Information
- Application Information**
- Contact Information

Application Type *
RENEWAL

Old Passport Number *
Date of Issue *
Issuing Authority *

Basis of Philippine Citizenship *
- SELECT BASIS OF PHILIPPINE

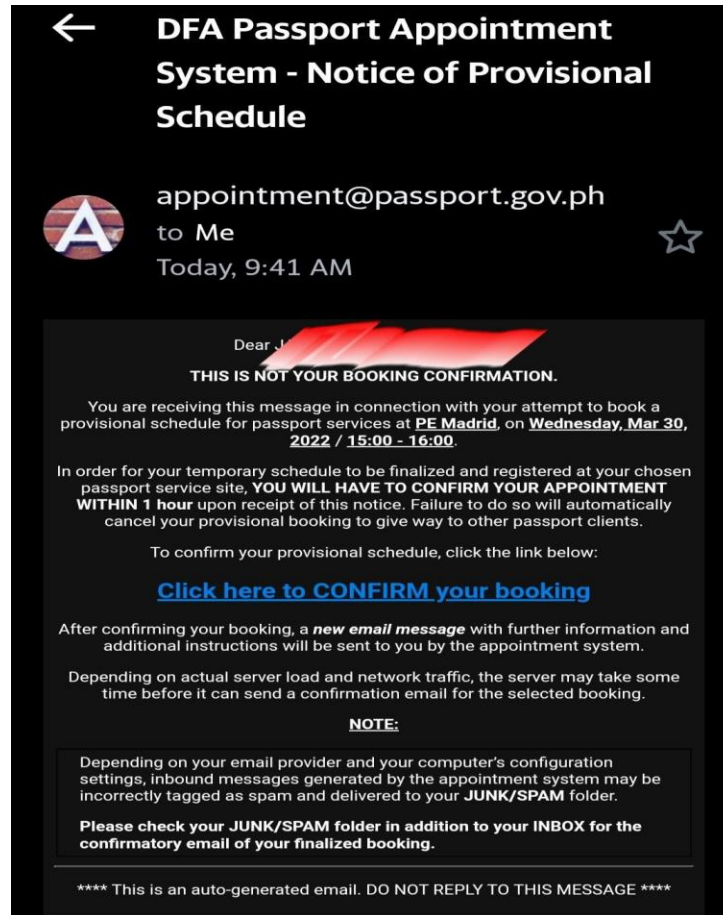
Foreign Passport Holder *
 Yes No

Emergency Contact Person *
Contact Number *
+
Include country, area or network codes

BACK NEXT

STEP 7: Once the information required are duly provided, a **NOTICE OF PROVISIONAL SCHEDULE** will be sent to the applicant's email.

Kindly confirm the appointment **WITHIN ONE (1) HOUR** upon receipt of the notice. Failure to do so will automatically cancel the booking.



STEP 8: Once your booking is confirmed, you will receive another email with the duly accomplished passport application form. Kindly print and bring the passport application form during your appointment date, together with the original and photocopy sets of the documentary requirements.

For passport requirements, please visit <https://www.philembassymadrid.com/renewal>.