

P2_E 【Passport Renewal & Replacement】 Checklist

Place this completed checklist on top of your application documents

※Chip passport issuance takes **8 weeks** ※Expired Taiwan passports can be used to fly back to Taiwan within 6 months of expiry. Confirm with your airline. ※**Urgent Travel: apply "Entry Permit" instead**

Mail-in or drop-off welcome! Exceptions: lost passports, passports with photos over 20 years old, or significant changes to appearance

I - Essential Documents

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☐ **1.Passport Application Form:** Fill in fields 1 to 10, phone/email required; **Sign field 11 on the back**. Minors under 7: annotate the minor's name as follows: [Minor's Name] (Signed by Father/Mother). Parent's or legal guardian's signature is required for minors.

☐ **2.Two Photos:** Taken within the last 6 months; white background, **head size of 3.2 to 3.6cm, ears and eyebrows fully visible**, mouth closed, eyeglasses not recommended.

Acceptable: US passport photo with 1 3/8" headshot

☐ **3.Current Passport (Original and copy):** (1) Required even if expired; (2) Applications without the above will be treated as lost/replacement passport applications, requiring completion of **item 12** below.

☐ **4.Proof of U.S. Status (Copy):** Any one of : U.S. Passport / Green Card / Certificate of Citizenship / Visa / Driver's License.

☐ **5.Fee Payment:** *Standard (10 years) \$45; *Applicants Under 14 (5 years): \$31; *Military-Eligible Males (student status): \$31; *Emergency Non-Chip Passport (1 year): \$10 (Not applicable for visa-free entry to other countries). **Cash, cashier's check, or money order only. Pay to "TECO". No personal checks/credit cards.**

☐ **6.Return Mail** (if not picking up in person): **USPS return envelope only**. Flat Rate **Priority** envelope with **\$11.90** in physical stamps, or Flat Rate Priority **Express** envelope with **\$33.40** in physical stamps. Address the envelope to yourself as the recipient. Keep your tracking number.



*QR code stamps are only valid for a few days. Avoid using them.



II - Situations Requiring Additional Documents

☐ **7.Missing or outdated birthplace/ID number on your passport:** ☐ **7. 1** (copy) Taiwan ID, Household Registration Transcript(戶謄), Household Registry(戶口名簿), or birth certificate document. : If the passport birthplace is "China," update it to the relevant city/province. If the birthplace is "Taiwan" and you were born in Taipei, New Taipei, Taoyuan, Taichung, Tainan, or Kaohsiung, update it to the city name. ☐ **7. 2** If no birthplace is listed, complete the **Birthplace Declaration Form**. ☐ **7.3** If you encounter difficulty and are unable to provide your National ID Card or Household Registration Transcript, TECO can request the Household Registration Office to provide the info, which will result in an extended processing time. ☐ **7. 4:** If your passport does not have an ID number or has a number that is not 10 digits long, please complete the **Application for Assignment of National ID Number**. ☐ **7. 5:** If your passport bears your mother's name and your name, but does not contain your birthplace, please provide a birth certificate document with your birthplace listed. ※**Important:** If your name contains variant characters, use the official household registration data (e.g., 黃/黄, 高/高, 峰/峯). Otherwise, consult the household registration office for name changes.

☐ **8.Nationals Without Taiwan Household Registration Visiting Taiwan on a Taiwan Passport:** : It is mandatory to complete the **Declaration Form for Entry Permit** for Unregistered Nationals. If returning for over 3 months, also complete ☐ ROC Entry/Exit Application Form and attach ☐ 1 passport photo.

☐ **9.Passport Endorsement or Amendment:** For changing foreign name, adding a foreign alias, or changing a foreign alias, complete Application for Passport Endorsement/Amendment. Provide both originals and copies of all supporting documents (originals will be returned after verification; notarized copies or originals are acceptable for mail-in applications).

☐ **10.Applicants Under 18 (unless married)** : Both parents or legal guardians, or the sole legal guardian, must sign Section 11. Submit ☐ (copy) proof of parent-child relationship (e.g., birth certificate/household registration transcript) or guardianship documents, and ☐ a copy of both parents'/guardians' ROC passports (or foreign passports if they are foreign nationals). **Note:** For the applicant's signature in section 11, if the child is 7 or under and unable to sign, a parent can sign on their behalf, adding "Father, on child's behalf" or "Mother, on child's behalf" after the child's name.

☐ **11.Male Nationals of Military Age (19-36 years old):** (1) **Valid ROC Passport with "Overseas Compatriot Identity Endorsement"**: Submit ☐ Application for Overseas Status Endorsement/Transfer and ☐ original and copy of valid overseas residence ID (originals will be returned; notarized copies are acceptable for mail-in applications). The new passport will be stamped directly. (2) **First-Time Application for "Overseas Compatriot Identity Endorsement"**: Submit ☐ original valid passports from all countries (including expired/un-renewed ones); ☐ Application for Overseas Compatriot Identity Endorsement/Transfer; ☐ Application for Certificate of Entry/Exit Dates (\$4/copy). Complete a form for each passport held (including ROC passport, even expired ones). (3) **Male Students Abroad:** Submit ☐ original proof of enrollment, authenticated by the ROC overseas mission (originals will be returned; notarized copies acceptable for mail-in). (4) **Exempted, Deferred, or Completed Military Service:** Submit ☐ "Exemption/Deferment Certificate" or ☐ Certificate of Completion of Service

☐ **12.Lost Passport : In-person interview required!** (1) ☐ Lost Passport Statement ☐ Police Report (if lost passport was still valid) ☐ Original and copy of US residency proof (2) **Taiwan Nationals with Household Registration:** ☐ Original and copy of ROC ID Card / Household Registration Transcript / Household Registration Book / Expired ROC Passport (choose one). (3) **Taiwan Nationals without Household Registration:** ☐ Proof of ROC nationality of father or mother and ☐ proof of parent-child relationship (e.g., birth certificate). Originals and copies required. All originals will be returned.