

PREPARED BY
STREAMLINING
COMMITTEE

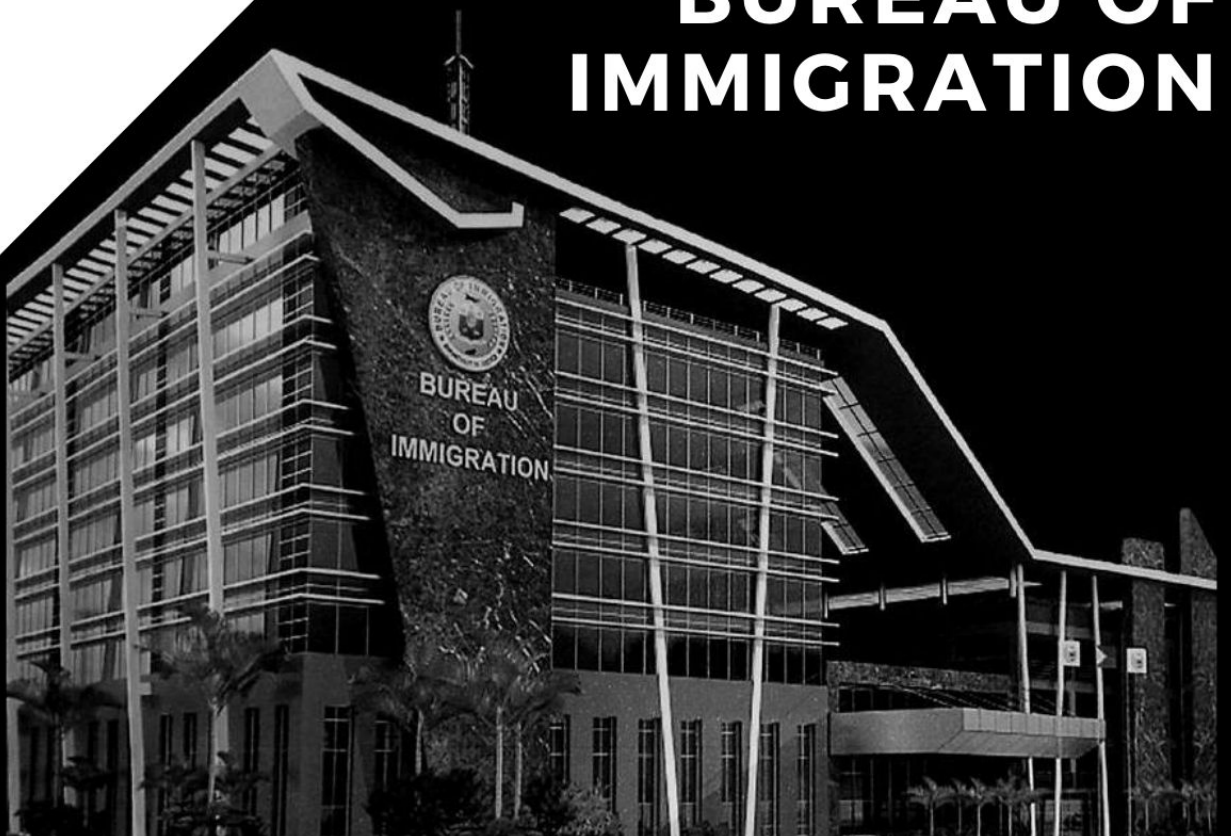
PRESENTED ON
DECEMBER 2019

CITIZEN'S CHARTER

2019
1ST EDITION



BUREAU OF IMMIGRATION





Bureau of Immigration

CITIZEN'S CHARTER 2019 (1st Edition)



AGENCY PROFILE

BUREAU OF IMMIGRATION

The Bureau of Immigration acts as the primary enforcement arm of the Department of Justice and the President of the Philippines in ensuring that all foreigners within its territorial jurisdiction comply with existing laws. It assists local and international law enforcement agencies in securing the tranquillity of the state against foreigners whose presence or stay may be deemed threats to national security, public safety, public morals and public health and acts as chief repository of all immigration records pertaining to entry, temporary sojourn, admission, residence and departure of all foreigners in the country.

POWERS AND FUNCTIONS

In the discharge of its broad functions, the Bureau through its Board of Commissioners, exercises administrative and quasi-judicial powers over the:

- Regulation of the entry (arrival), stay (sojourn), and exit (departure) of foreign nationals in the country;
- Monitoring of the entry and exit of Filipino citizens in compliance with Philippine laws and other legal procedures;
- Issuance of immigration documents and identification certifications on non-immigrant, immigrant and special non-immigrant visas;
- Issuance of special permits in relation to the enforcement of immigration laws (e.g. Special Work Permit (SWP), Provisional Permit to Work (PPW), Special Study Permit (SSP), re-entry permits, clearances, etc.);
- Extension of stay of temporary visitors and implementation of changes of status as provided by law;
- Administrative determination of citizenship and related status;
- Investigation, hearing, decision and execution of orders pertaining to exclusion, deportation, and repatriation of foreign nationals;
- Implementation of Hold Departure Orders, Blacklist, Watchlist, Immigration Lookout Bulletin Orders and Alert List Orders;
- Cancellation of immigration documents upon violation of immigration laws and procedures;
- Investigation, arrests and detention of foreigners in violation of immigration regulation and other Philippine laws;
- Accreditation of schools and learning institutions that can officially accept and enrol foreign students; and
- Accreditation of law firms, liaison officers, travel agencies and other individuals and organizations transacting with the Bureau of Immigration



OUR MANDATE

The Bureau of Immigration (BI) is principally responsible for the administration and enforcement of immigration, citizenship, and alien admission and registration laws in accordance with the provisions of the Philippine Immigration Act of 1940.

It also plays a role in the enforcement of RA 9208, also known as the Anti-Trafficking in Persons Act of 2003.

We are committed by 2025 to be regionally and internationally recognized as providing excellent, efficient, effective and innovative immigration service.

OUR VISION

OUR MISSION

To control and regulate the movement of persons to, from and within our country in contributing to national development.



OUR CORE VALUES



*We do everything
out of love of country*



*We do what is right
even if nobody is
watching*



*We are best at what
we do*

KEY FOCUS AREAS

- P** - Personnel Management and Enhancement
- A** - Agency Coordination
- T** - Transparency and Good Governance Programs
- R** - Refinement of Rules, Regulations, Procedures, and Policies
- I** - Infrastructure Improvement
- O** - Organizational and Structural Reforms
- T** - Technology Advancement





LIST OF TRANSACTIONS

CERTIFICATES

- 1 BI Clearance Certificate
- 2 Certificate of Not-The-Same-Person

ADMISSION

- 3 POD- Immigration Arrival Formalities for Philippine Passport Holders
- 4 POD- Immigration Arrival Formalities for Foreign Passport Holders
- 5 POD- Immigration Departure Formalities for Philippine Passport Holders
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- A.
- 11 Conversion to Section 13 Quota Immigrant Visa
 - 12 Conversion to Section 13(A) Non-Quota Immigrant Visa (Probationary)
 - 13 Conversion to Section 13(B) Non-Quota Immigrant Visa
 - 14 Conversion to Section 13(C) Non-Quota Immigrant Visa
 - 15 Conversion to Section 13(G) Non-Quota Immigrant Visa
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 - 20 Conversion to Temporary Resident's Visa
 - 21 Conversion to Temporary Resident's Visa Memorandum Order
No. Add 01-038
 - 22 Conversion to Temporary Resident's Visa Memorandum Order
No. Add-02-015
 - 23 Amendment from Section 13(A) Non-Quota Immigrant Visa (Probationary) to
Section 13(A) Non-Quota Immigrant Visa
 - 24 Amendment from Permanent Resident Visa (Probationary) to Permanent
Resident Visa (Married to a Philippine Citizen)
 - 25 Amendment From Permanent Resident Visa to Permanent Resident Visa
(Married to a Permanent Resident)
 - 26 Extension of Temporary Resident's Visa
 - 27 Extension of Temporary Resident's Visa Memorandum Order
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 - 28 Extension of Temporary Resident's Visa Memorandum Order
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- 31 Conversion to Treaty Trader's/Treaty Investor's Visa – Section 9(D)
- 32 Conversion to Student Visa – Section 9(F)
- 33 Conversion to Pre-Arranged Employment (Commercial) Visa - Section 9(G)
- 34 Conversion to Pre-Arranged Employment (Non-Commercial) Visa – Section 9(G)
- 35 Extension of Tourist Visa – Section 9(A)
- 36 Extension of Treaty Trader's/Treaty Investor's Visa – Section 9(D)
- 37 Extension of Student Visa – Section 9(F)
- 38 Extension of Pre-Arranged Employment (Commercial) Visa – Section 9(G)
- 39 Extension of Pre-Arranged Employment (Non-Commercial) Visa – Section 9(G)
- C.
- 40 Conversion to Special Non-Immigrant Visa Under PD 1034 – Offshore Banking Unit
- 41 Conversion to Special Non-Immigrant Visa Under Executive Order No. 226, As Amended By Ra 8756
- 42 Conversion to Special Non-Immigrant Visa Under Executive Order No. 758
- 43 Extension of Special Non-Immigrant Visa Under PD 1034 – Offshore Banking Unit
- 44 Extension of Special Non-Immigrant Visa Under Executive Order No. 226, As Amended By Ra 8756
- D.
- E.
- 45 Downgrading of Visas
- 46 Downgrading of Student Visa Under Section 9(F)

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- 47 Petition for Re-Acquisition / Retention of Philippine Citizenship
- 48 Petition for Inclusion of Dependents of RA 9225
- 49 Issuance of CRPC
- 50 Recognition as Filipino Citizen By Birth
- 51 Affirmation of Recognition As Filipino Citizen By Birth
- 52 Recognition as Filipino Citizen By Reason of Marriage And Consequent
- 53 Cancellation of Alien Registry and/or Issuance of Filipino Identification Certificate
- 54 Recognition as Filipino Citizen By Reason of Administrative Naturalization And Consequent Cancellation of Alien Registry
- 55 Recognition As Filipino Citizen By Reason of Election And Consequent
- 56 Cancellation of Alien Registry And/Or Issuance of Filipino Identification Certificate
- 57 Recognition As Filipino Citizen By Judicial Naturalization And Consequent



LIST OF TRANSACTIONS

- 58 Cancellation of Alien Registry
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- 60 Cancellation of Alien Registry By Repatriation

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- 61 Issuance of ACR I-Card For Native Born Immigrants (0-5 Years Old)
- 62 Issuance of ACR I-Card For Non-Boc Approved Visas
- 63 Renewal of ACR I-Card For Native Born Immigrants
- 64 Issuance of ACR I-Card for (Voluntary)
- 65 Re-issuance and Amendment of Entries in the ACR I Card
- 66 Renewal Of ACR I-Card (without amendment)
- 67 Cancellation of ACR I-Card
- 68 Issuance of Alien Certificate of Registration (Paper-Based Certificate)
- 69 Issuance of Order of Exemption of ACR I-Card Fees

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- 70 Issuance of Re-Entry Permit With Emigration Clearance Certificate (B Series)
- 71 Issuance of Special Return Certificate With Emigration Clearance Certificate (B Series)
- 72 Issuance of Special Return Certificate (Paper-Based Certificate)
- 73 Issuance of Emigration Clearance Certificate Series A (A Series) - Leaving For Good
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- 77 Special Study Permit (SSP)
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- 83 Submission of Notice of Arrival (NOA) of Vessel (International)

ACCREDITATION

- 84 School Accreditation
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SERVICE PLEDGE

We, the officials and employees of the Bureau of Immigration solemnly swear to:

- Provide and deliver services promptly, efficiently and with utmost courtesy by authorized personnel with proper identification from Mondays to Fridays, 7:00 AM to 5:30 PM without noon break at our offices and from Sundays to Saturdays, on a 24/7 basis at the Immigration Counters in all international ports of entry and exit.
- Adhere strictly to our services standards, with written explanation for any delays in frontline services;
- Be transparent by informing the public of the procedures, fees and charges for all our frontline services;
- Promptly respond to complaints, comments and suggestions, about our services through our Public Information and Assistance Desk and take corrective measures;
- Give importance to every clientele's comments, suggestions, complaints, and needs which includes the provision of a comfortable waiting area;
- Provide access to clienteles on information regarding our policies, procedures, rules and regulations, activities and services through our website (www.immigration.gov.ph) and hotline numbers 8-524-3769 within Metro Manila and 1-800-100-254367 outside Metro Manila.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA

26 December 2019

ATTY. JEREMIAH B. BELGICA, REB, EnP

Director General

Anti-Red Tape Authority

Ground Floor, HPGV Building

395 Senator Gil J. Puyat Avenue,

Makati City, Philippines

SUBJECT : BUREAU OF IMMIGRATION CITIZEN'S CHARTER 2019

Dear Director General Belgica,

The Bureau of Immigration (BI) wishes to thank the Anti-Red Tape Authority for your efforts in improving the services of government agencies.

Please find attached the hard copy of the BI Citizen's Charter 2019. It is a product of the efforts of BI men and women who fully share your passion for change to ensure that the public receives quality service that they deserve. The soft copy has been submitted to compliance@arta.gov.ph via email last 06 December 2019.

Apart from the Citizen's Charter, you would be glad to know that we are also developing the BI Doctrines Manual that will guide BI personnel in the conduct of their daily duties and responsibilities.

We fervently hope that this document merits your approval. We will likewise be reviewing our Citizen's Charter regularly to ensure that it remains valid and up to date.

Rest assured of our commitment in providing the most efficient, innovative, and effective immigration service.

Sincerely yours,


JAIME H. MORENTE
Commissioner



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF JUSTICE
BUREAU OF IMMIGRATION
MAGALLANES DRIVE, INTRAMUROS
1002 MANILA

NOTE WITH RECOMMENDATION

FOR : JAIME H. MORENTE
Commissioner

FROM : ALL DIVISION CHIEFS

SUBJECT : CITIZEN'S CHARTER 2019

DATE : 01 DECEMBER 2019

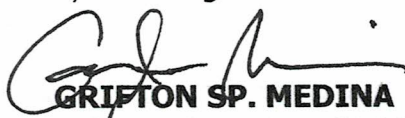
Following President Rodrigo Duterte's urgent order in his 2019 State of the Nation Address wherein he reiterated his directive to simplify government processes and procedures, and in compliance with Republic Act No. 11032 or the "Ease of Doing Business and Efficient Government Service Delivery Act of 2018," amending Republic Act No. 9485 or the Anti-Red Tape Act of 2007, the Anti-Red Tape Authority issued Memorandum Circular No. 2019-002, s. of 2019, we are hereby submitting our proposed updated Citizen's Charter 2019 for the Bureau of Immigration.


For your appreciation.

RECOMMENDING APPROVAL:


MARY ANN Q. CARANTO
Chief, Administrative Division


JOSE CARLITOS Z. LICAS
Chief, Alien Registration Division


GRIPTON S. MEDINA
Chief, Port Operations Division


GREGORIO G. SADIASA
Chief, Board of Special Inquiry


ZANIAH V. SITON
Chief, Verification and Compliance Division


ROGELIO D. GEVERO, JR.
Chief, Immigration Regulation Division


ARVIN CESAR G. SANTOS
Chief, Legal Division


FORTUNATO S. MANAHAN, JR.
Chief, Intelligence Division


DINO C. VIZCONDE
Chief, Management Information Systems Division


JUDITH F. FERRERA
Chief, Finance and Management Division


ATTY. ALDWIN F. ALEGRE
Deputy Commissioner



Issuance of BI Clearance Certificate

Office or Division	Verification and Compliance Division- Certificate and Clearance Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Complex	
Who may avail	Filipinos and Foreigners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form (BI form 2014-13-002 Rev 0)		1. BI Public Information and Assistance Unit
2. Photocopy of passport's biopage		2. Client

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure and fill out; Application form at Window 23	To fill out form	To advise applicant to submit and comply with the requirements	3-5 mins	On duty personnel	23
2	To submit a duly accomplished application form and complete requirements	To submit the detailed filled out form	To receive an application form and issue a stub and advise applicant to wait for verification result	3-5 mins	On duty personnel	23
3			To verify derogatory Record from the computer database i.e. Hold Departure Order (HDO), Watchlist Order, Blacklist Order (BLO), Look-out	8-15 mins	On duty personnel	



			Bulletin Order (LBO), Alertlist Order (ALO) *NO DEROGATORY RECORD" on the application form			
			With Hit-To issue Print out and advise applicant that the CCS will issue an NTSP certificate	8-15 mins	On duty personnel	
4	To wait for the issuance of Order of Payment Slips (OPS)		To issue an Order of Payment Slip (OPS) and advise applicant to proceed to Cashier for payment	4 mins/pax	On duty personnel	25
5	To pay for the required fees	Advise the applicant to go to the Cashier	To issue an official receipt (Windows 14,15,16)	*Depends on the volume of applicants	Cashier	14,15 or 16
6	To present claim stub on the date and time of return for release of original certification	To advise the applicant to wait for the certification	To issue an applicant a claim stub and advise applicant to return for the release of her/his certificate; To prepare the certificate	5 mins	On duty personnel	24
TOTAL PROCESSING TIME				55 minutes		
RELEASE DATE				3 working days upon payment		
TOTAL FEES				PHP 1,010.00		



Issuance of Not The Same Person Certificate

Office or Division	Verification and Compliance Division- Certificate and Clearance Section
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Filipinos and Foreigners
CHECKLIST OF REQUIREMENTS	
<ol style="list-style-type: none"> 1. Duly accomplished application form (BI form CCS-A-NTSP-2016) 2. Photocopy of passport's biopage, 3. Latest departure and arrival stamps 4. NBI Clearance, if the case was filed outside Metro Manila 5. Photocopy of old certificate of NTSP 6. Affidavit of Denial 7. Photocopy of any valid government issued ID of the representative, if applicable 	
WHERE TO SECURE	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure and fill out; Application form at Window 23	To fill out form	To advice applicant to submit and comply with the requirements	3-5 mins	On duty personnel	23
2	To submit duly accomplished application form and complete requirements	To submit the detailed filled out form	To receive application form and issue a stub and advise applicant to wait for verification result	3-5 mins	On duty personnel	23
			To verify derogatory Record from the computer database i.e. Hold Departure	10-15 mins	Derogatory verifiers	



			Order (HDO), Watchlist Order (WLO), Blacklist Order (BLO), Lookout Bulletin Order (LBO) and Alertlist Order (ALO)			
			With Hit-To issue Print-out and advise Applicant that CCS will issue a Not the Same Person Certificate	10-15 mins	Derogatory verifiers	
			No Hit- To stamp "NO DEROGATORY RECORD" on the application form	10-15 mins	Derogatory verifiers	
3	To wait for the issuance of an Order of Payment Slip (OPS)		To issue Order of Payment Slip (OPS) and advise applicant to proceed to Cashier for payment	4 mins/pax	On duty personnel	25
4	To pay for the required fees	Advise the applicant to go to the Cashier	To issue official receipt (Windows 14,15,16)	*Depends on the cashier	Cashier	14,15 or 16
5	To submit accomplished Application form with the requirements and attach official receipt (Window 23)		To issue an applicant a claim stub and advise applicant to return for the Release of her/his certificate; To prepare the certificate	5 mins	On duty personnel	23



TOTAL PROCESSING TIME	50 minutes
RELEASE DATE	7 working days upon payment
TOTAL FEES	PHP 510.00

Issuance of Certified True Copy of Derogatory Records

Office or Division	Verification and Compliance Division- Certificate and Clearance Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Complex	
Who may avail	Filipinos and Foreigners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter request addressed to the Commissioner 2. Photocopy of the Bureau of Immigration (BI) accreditation identification (ID) certificate or an original special power of attorney (SPA) for each applicant with a photocopy of a valid government 3. Issued ID of attorney in fact, if the application filled by an authorized representative		

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To fill out an application form and submit duly accomplished application form with requirements	To fill out form	To receive duly accomplished application form with complete requirements	3-5 mins	On duty personnel	23
2	To wait for the order copy of requested order such as HPO, BCO, WL, ALO (room 307)		Room 307		On duty personnel	
3	Submit the	To wait for	To issue Order	4 mins/	On duty	25



	accomplished application form with the required attachments such as original receipts	the issuance of Order of Payment Slip (OPS)	of Payment Slip (OPS) and advise applicant to proceed to Cashier for payment	pax	personnel	
4	To pay for the required fees	Advise the applicant to go to the Cashier	To issue an official receipt (Windows 14,15,16)	*Depends on the volume of applicants	Cashier	14,15 or 16
5	To present claim stub on the date and time of return for the release of original certificate (Window 24)	To present the claim stub on Window 24	To advise the applicant to wait for the Certification *Depends on the volume of applications received on the day	5 mins	On duty personnel	24
6	Acknowledged receipt by signing the duplicate copy of the certification before releasing the original certification and official receipt	To present the claim stub on Window 24	To advise the applicant to wait for the Certification *Depends on the volume of applications received on the day	5 mins	On duty personnel	24
TOTAL PROCESSING TIME				55 minutes		
RELEASE DATE				3 working days upon payment		
TOTAL FEES				PHP 1,010.00		



Issuance of Travel Records Certificate

Office or Division	Verification and Compliance Division- Certificate and Clearance Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	Filipinos and Foreigners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form (BI form 2014-13-006 Rev 0) 2. Photocopy of passport's biopage 3. For court purposes: a. Letter request addressed to the Commissioner b. Court order directing the Bureau of Immigration to issue the said travel records or an FSP- authenticated SPA (if the subject is currently staying outside the Philippines c. Photocopy of any valid government issued ID of the applicant (i.e. passport, SSS, GSIS ID, PRC ID, Driver's license, TIN or Voter's ID) and 4. For Philippine Overseas Employment Agency (POEA), letter request addressed to the Commissioner from the POEA requesting for the said travel records.		

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure and fill out; Application form at Window 23	To fill out form	To advise applicant to submit and comply with the requirements	3-5 mins	On duty personnel	23
2	To submit duly accomplished application form and complete requirements	To submit the detailed filled out form	To receive application form and issue a stub and advise applicant to wait for verification result	3-5 mins	On duty personnel	23
			Specific	5-15 mins		



			Verification: Year 1993 to the present (Computer based files)			
		To Records Section	Below year 1992 (IBM Computer Listing and Passenger Manifest File)			
			Airline Certificate or Airline Electronic Ticket or Boarding Pass			
			Based on First Arrival in the Philippines (Old ACR File)			
3	To wait for the issuance of Order of Payment Slip(s) (OPS)		To issue Order of Payment Slip (OPS) and advise applicant to proceed to Cashier for payment	4 mins/pax	On duty personnel	25
	To pay for the required fees	Advise the applicant to go to the Cashier	To issue an official receipt (Windows 14,15,16)	*Depends on the volume of applicants	Cashier	14,15 or 16
4	To submit accomplished Application form with the requirements and attach official receipt (Window 23)		To issue an applicant a claim stub and advise applicant to return for the Release of her/his certificate; To prepare the certificate	5 mins	On duty personnel	23
5	To present	To present	To advise the	5 mins	On duty	24



	claim stub on the date and time of return for the release of original certificate (Window 24)	the claim stub on Window 24	applicant to wait for the Certification *Depends on the volume of applications received on the day		personnel	
6	Acknowledged receipt by signing the duplicate copy of the certification before releasing the original certification and official receipt	To present the claim stub on Window 24	To advise the applicant to wait for the Certification *Depends on the volume of applications received on the day	5 mins	On duty personnel	24
TOTAL PROCESSING TIME				50 minutes		
RELEASE DATE	Express	7 days upon payment	FEES	PHP 1,010.00		
	Regular	15 days upon payment		PHP510.00		



Certification of Pending Application

Office or Division	Verification and Compliance Division- Certificate and Clearance Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	Filipinos and Foreigners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished application form for certification of pending application (BI Form No. CCS- ACPA 2016); Signed by the handling/ hearing officer		

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure and fill out; Application form at Window 23	To fill out form	To advise applicant to submit and comply with the requirements	3-5 mins	On duty personnel	23
2	To submit duly accomplished application form and attach a general application form with noted application number near the bar code and photocopy of passport (data page)	To submit the detailed filled out form	To receive application form and issue a queuing number and advise applicant to wait for verification result	3-5 mins	On duty personnel	23
4	To wait for the issuance of Order of Payment Slip (OPS)		To issue Order of Payment Slip (OPS) and advise applicant to	4 mins/pax	On duty personnel	25



			proceed to Cashier for payment			
5	To pay for the required fees	Advise the applicant to go to the Cashier	To issue official receipt (Windows 14,15,16)	*Depends on the volume of applicants	Cashier	14,15 or 16
4		Submit duly accomplished form with the requirements and attached official receipts	To issue the applicant claim stub and advise applicant to return for the release of his/her certification *Depends on the volume of applicants received on the day	15-20 mins	On duty personnel	25
			Prepare the pending visa application			
			Approve the certification			
5	To pay for the required fees	Advise the applicant to go to the Cashier	To issue official receipt (Windows 14,15,16)		Cashier	14,15 or 16
6	To present claim stub on the date and time of return for the release of original certificate (Window 24)	To present the claim stub on Window 24	To advise the applicant to wait for the Certification *Depends on the volume of applications received on the day	5 mins	On duty personnel	24
7	Acknowledged receipt by signing the duplicate copy of the certification before	To present the claim stub on Window 24	To advise the applicant to wait for the Certification *Depends on the volume of applications	5 mins	On duty personnel	24



	releasing the original certification and official receipt		received on the day			
TOTAL PROCESSING TIME				50 minutes		
RELEASE DATE				3 working days upon payment		
TOTAL FEES				PHP 1,010.00		

Issuance of Certified True Copy of Records

Office or Division	Administrative Division - Records Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Simple	
Who may avail	Filipinos and Foreigners	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>A. Personal Filing</p> <ol style="list-style-type: none"> 1. Appropriate Application Form, duly accomplished 2. Photocopy of any valid government-issued ID <p>B. Filing thru BI-Accredited Liaison Officer</p> <ol style="list-style-type: none"> 1. Appropriate Application Form, duly accomplished 2. Authorization from subject: <ol style="list-style-type: none"> a) If subject is able to sign: <ul style="list-style-type: none"> • Special Power of Attorney authoring attorney in-fact to request for certified true copies of subject's immigration records • Photocopy of any valid government-issued ID b) If subject is unable to sign: <ul style="list-style-type: none"> • Photocopy of any valid government-issued ID • Original certification issued by a medical practitioner with PRC License Number attesting to the subject's inability to sign any document or an legal document indicating that requesting party is the subject's duly authorized proxy/representative. c) If subject is already deceased: 		



<ul style="list-style-type: none"> • Original and photocopy of a duly authenticated death certificate of the subject • Photocopy of any valid government-issued ID <p>3. Photocopy of valid BI Accreditation ID</p> <p>C. Filing thru an authorized representative</p> <ol style="list-style-type: none"> 1. Appropriate Application Form 2. Authorization from subject: <ol style="list-style-type: none"> a) If subject is able to sign: <ul style="list-style-type: none"> • Special Power of Attorney authorizing attorney-in-fact to request for certified true copies of subject's immigration records • Photocopy of any valid government-issued ID 3. Photocopy of valid government-issued ID of the authorized representative 	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Issued CTC Form	To secure application form.	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	10 mins.	PIAU Staff/ Records Section Staff	Ground Floor / Rm.314
2	Submit and review form and requirements.	To submit complete documentary requirements.	To receive and review accomplished form and documentary requirements.	20 mins.	Receiving Staff	Window 1, 2
3	Verification of requested records	Wait while the requested documents are being verified and retrieved.	To initiate records verification.	20-40 mins.	Records Verifier	Window 1,2



			<i>If records are available:</i>			
			To request the retrieval of records from the Records Center.			
			<i>If no records / documents are available:</i>			
			To inform subject of the non-availability of records. If subject opts to avail Certification of Non-Availability of Records, to issue Order of Payment Slip.			
			To retrieve requested records from the records center.	1-4 hours	Warehouse Staff	
4	Issuance of OPS	To receive Order of Payment Slip	To generate and issue Order of Payment Slip	5	Assessor	
5	Payment of Fees	To pay fees at the Cash Section	While the client pays the corresponding fees, requested records are being reproduced (two copies per document requested).	10 mins.	Cahier	Window 13-16
6	Issues Claim Stub	To submit Official Receipt to Records	To receive Official Receipt/s and issue claim	10 mins.	Receiving Staff	Window 1,2



		Section.	stub for the date of the release of requested documents.			
		To Receive claim stub.				
7	Processing of Certificate	Wait for date/time for the release of documents.	To print certification and initial copies.	30 mins.	Records Verifier	
			To establish logbook entry and endorsement for final action.			
			To conduct final review on application documents, verification of records and certify copies as true copies of records on file.	30 mins.	Chief, Records Section / Alternate Signatory	
			To implement serial number and dry seal on each document.	20 mins.	Controller	
			To establish logbook entry of all signed certifications.			
8	Claiming of requested documents.	To submit Claim Stub.	To receive claim stub.	10 mins.	Receiving Staff	Window 1,2
			To release to rightful claimant certified true copies of official records			
9	Receiving of records	To receive certified true	To secure name and	15 mins.	Records Verifier	Window 1,2



	clarification.	copies of requested documents.	signature of receiving party and release documents.			
TOTAL PROCESSING TIME				50 minutes		
RELEASE DATE				3 working days upon payment		
TOTAL FEES				PHP 1,010.00		

ACR I-Card Certification (Grace Period, Record, Cancelled Card)

Office or Division	Alien Registration Division- Certification Section					
Classification	G2C- Government to Citizen					
Type of Transaction	Simple					
Who may avail	Holders of ACR I-Card					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. For Grace Period: Duly filled-out BI FORM ARD-0110, For (i) Certification with Record,(ii) Cancelled I-card: Letter request addressed to Chief ARD, 2. photocopy of ACR I-Card with original card seen 3. photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay Copy of Order of Grace Period						

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general ACR I-Card information to the transacting public	5mins.	CS Staff	Rm 210 Window
2.	Receiving	To submit	• To pre-	10-	CS Staff	Rm 210



	and evaluation of applications	filled-out application form and documentary requirements	evaluate the application for completeness and discrepancies	15mins.		Window
			<ul style="list-style-type: none"> To assign the application to a Registration Officer. 			
			<ul style="list-style-type: none"> To evaluate the application for completeness and discrepancies, check for derogatory record, assess fees and issue OPS. 		CS Acting Chief	
			To sign Checklist of Requirements.			
					CS Registration Officer	
3.	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.		Cashier	Windows 13-16 G/F
4.	Preparation of ACR I-Card Certificate	To submit application for preparation of ACR I-Card Certificate	<ul style="list-style-type: none"> To receive application with OR and issue claim stub. 	5-10mins.	CS Staff	Rm210 Window
			<ul style="list-style-type: none"> To process/generate the ACR I-Card Certificate in the system. 		CS Registration Officer	



5.	Review		Review	1hr.	CS Acting Chief	Rm210
6.	Final Review and Approval		Final Review by the Deputy Chief and Approval by the Chief of ARD	2days	ARD Proper	G/F
7.	Releasing	To present claim stub to claim ACR I-Card Certificate	Transmittal of the ACR I-Card Certificates from ARD Proper G/F to CS Rm210.	10-15mins.	ARD Proper Staff,	G/F
			To release ACR I-Card Certificate to subject.		CS Staff	210 Window
TOTAL PROCESSING TIME				-		
RELEASE DATE	Express	1 day	FEES	PHP 1,010.00		
	Regular	3 Days		-		



Arrival Formalities for Philippine Passport Holders

Returning Filipinos shall be required to undergo immigration formalities primarily for monitoring purposes of their arrival. It is also necessary for the BI to check whether they have derogatory record indicating possible warrant of arrest. Hence, Bi is tasked to endorse said passenger to concerned agency.

Office or Division	Port Operations Division
Classification	G2C- Government to Citizen
Type of Transaction	-
Who may avail	Arriving passengers with Philippine passports
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Valid passport/ travel document 2. Boarding pass	

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1-3	Receiving and Assessment	Present passport/ travel documents to Immigration Officer / to scan Passport in E-gates Follow instructions and respond to questions asked by Immigration Officer	Receive passport/travel document. Check identity of passenger and validity and integrity of document presented Check derogatory records Capture photo and fingerprint *Refer for secondary	20 seconds 10 seconds 10 seconds	Immigration Officer/ E-Gates Immigration Officer/ E-Gates Immigration Officer/ E-Gates Immigration Officer/ BCIU personnel	Special lane counter / Filipino Counters/ E-Gates



		Await decision of Immigration Officer	inspection <i>if a discrepancy is detected/ if passenger matches a derogatory record</i>			
4	Releasing	Await release of passport/ travel document	<p>Allow entry of passenger, affix arrival stamp and flight number/ release arrival sticker</p> <p><i>*In case passenger is not cleared, affix stamp and properly endorse to concerned agency</i></p>	5 seconds	Immigration Officer/ E-Gates	Special lane counter / Filipino Counters/ E-Gates



Arrival Formalities for Foreign Passport Holders

Foreign nationals seeking entry in the Philippines shall first (undergo Immigration Inspection and must satisfy the necessary documentary requirements that shall establish their purpose of stay.

Office or Division	Port Operations Division
Classification	G2C- Government to Citizen
Type of Transaction	-
Who may avail	Arriving passengers with foreign passports
CHECKLIST OF REQUIREMENTS	
1. Valid passport/ travel document 2. Filled out arrival card 3. Return/ Onward ticket (Foreign Tourist) 4. ACR I-card (Immigrants/ special visa holders) 5. Valid visa (Immigrants/ special visa holders)	
WHERE TO SECURE	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1-3	Receiving and Assessment	Present passport/ travel documents to Immigration	Receive passport/ travel document. Check identity of passenger and validity and integrity of document presented	15 seconds	Immigration Officer	Special lane counter/ Foreign Counters
			Check derogatory records	5 seconds		
		Follow instructions and respond to questions asked by Immigration Officer	Capture photo and fingerprint	5 seconds	Immigration Officer	Special lane counter/ Foreign Counters
			Establish purpose of travel	17 seconds		



		Apply for Waiver of Exclusion Ground				
		<i>*for unaccompanied minors 14 years old and below</i>				
		Apply for Visa Upon Arrival				
		<i>* for non-restricted nationals intending to stay for more than 30 days (optional)</i>				
		Await decision of Immigration Officer				
4	Releasing		*Refer for secondary inspection if a discrepancy is detected/ if passenger matches a derogatory record (separate procedure)			
		Await release of passport/ travel document	Allow entry of passenger, affix arrival stamp and flight number, if admissible	3 seconds		
			If inadmissible, prepare and issue Exclusion Order (separate		Admin staff – Terminal Office	



			process)			
			Endorse passenger and documents to concerned airline to for boarding the next available flight back to his port of origin		Duty Immigration Supervisor, Immigration Officer, TCEU and BCIU personnel	
TOTAL PROCESSING TIME			Forty-five (45) seconds, excluding other procedures (i.e. payment process, secondary inspection)			
TOTAL FEES		WEG	PHP 3,120.00			
		VUA	USD 50.00 + PHP 510.00			

Departure Formalities for Philippine Passport Holders

In order for a Filipino to be allowed departure, they shall first undergo departure formalities and must satisfy the necessary immigration documentary requirements.

and must satisfy the necessary immigration documentary requirements.	
Office or Division	Port Operations Division
Classification	G2C- Government to Citizen
Type of Transaction	-
Who may avail	Departingpassengers with Philippine passports
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<div>1. Valid passport</div> <div>2. Boarding Pass</div> <div>3. Inbound Ticket</div> <div>4. Filled out departure card</div> <div>5. Valid Visa/ Permanent Resident Card (for travelling to countries requiring visa)</div> <div>6.<div>A. DSWD Clearances (for minors)</div><div>B. CFO Stickers (for first time immigrants)</div><div>C. OEC (for OFWs)</div><div>D. Travel Authority (for government employees)</div><div>E. NTSP Certificate (for those with the same name found in the derogatory record)</div><div>F. Allow Departure Order (for passengers with HDO)</div></div>	



Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1-4	Receiving and Assessment	Present passport/ travel documents to Immigration	Receive passport/travel document. Check identity of passenger and validity and integrity of document presented	15 seconds	Immigration Officer	Special lane counter/ Filipino Counters/ OFW Counters
			Check derogatory records			
		Follow instructions and respond to questions asked by Immigration Officer	Capture photo and fingerprint			
			Establish purpose of travel	5 seconds	Immigration Officer	Special lane counter/ Filipino Counters/ OFW Counters
		Await decision of Immigration Officer	*Refer for secondary inspection <i>if a discrepancy is detected/ if passenger matches a derogatory record</i> (separate procedure)	5 seconds		
			Endorse passengers with doubtful purpose of travel or questioned identity to TCEU personnel	17 seconds		



			(separate procedure);			
			Endorse passengers with derogatory record or questioned documents to Duty Immigration Supervisor (separate procedure)			
5	Releasing	Await release of passport/ travel document	Allow departure of passenger, affix departure stamp and flight number	3 seconds		
			<i>*In case passenger is not cleared, defer departure and properly endorse to concerned agency as needed</i>			
TOTAL PROCESSING TIME			Forty-five (45) seconds, excluding secondary inspection			
TOTAL FEES			None			



Departure Formalities for Foreign Passport Holders

Foreign nationals shall undergo departure formalities for the purpose of checking whether they comply with their allowed stay. It is also necessary for the checking for possible derogatory record and also to ensure f their compliance with ECC, downgrading and other requirements.

Office or Division	Port Operations Division
Classification	G2C- Government to Citizen
Type of Transaction	
Who may avail	Departing passengers with foreign passports
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Valid passport 2. Boarding Pass ACR I-card (Immigrants / Non-immigrants / Special Non-immigrants visa) 3. Valid Visa/ Permanent Resident Card (for travelling to countries requiring visa) 4. Allow Departure Order, if applicable 	

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1-3	Receiving and Assessment	Present passport/ travel documents to Immigration Officer / to scan Passport in E-gates	A. Receive passport/travel document and check identity of passenger and validity and integrity of document presented	20 seconds	Immigration Officer	Special lane counter/ Foreign Counters
			B. Check derogatory records			
		Follow instructions and respond to questions asked by				



		Immigration Officer				
			C. Capture photo and fingerprint			
		Await decision of Immigration Officer				
				10 seconds	Immigration Officer	
			<i>*Refer for secondary inspection if a discrepancy is detected/ if passenger matches a derogatory record</i>			
				10 seconds	Immigration Officer	
			a. Endorse passenger with derogatory record or questioned documents to Duty Immigration Supervisor (separate procedure);			
			b. Endorse passengers with questioned identity to TCEU personnel (separate procedure);			
			c. Endorse passengers who have overstayed			



			for less than six (6) months to Immigration Cashier for assessment and payment of immigration fees/fines/penalties (separate procedure)			
4	Releasing	Await release of passport/ travel document	Allow departure of passenger, affix departure stamp and flight number	5 seconds	Immigration Officer	Special lane counter/ Foreign Counters
			<i>*In case passenger is not cleared, defer departure and properly endorse to concerned agency as needed</i>			
TOTAL PROCESSING TIME			Forty-five (45) seconds, excluding secondary inspection, payment process			
TOTAL FEES			-			



Amendment and Correction of Admission

Amendment or correction of the initial admission of the applicant.

Office or Division	Immigration Regulation Division
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	All foreign nationals
CHECKLIST OF REQUIREMENTS	
<ol style="list-style-type: none"> 1. Duly accomplished application form (BI Form No. IRD01.QF.006 REV 01) 2. Valid original passport 3. Present: <ol style="list-style-type: none"> a. For Visa Holders, photocopy of passport page with valid visa implementation and Alien Certificate of Registration Identification Card (ACR I-Card), if applicable; or b. For Balikbayan: Photocopy of Marriage or Birth Certificate 	WHERE TO SECURE

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 minutes	Receiving staff/officer	Public Information and Assistance Unit (PIAU) G/F BI Main Office Building
2	Submission of Requirements	To submit complete documentary requirements	To receive documents and review completeness of application	10 mins	Evaluation Officer	Window 22, G/F BI Intramuros Main Building.



			To issue claim stub to the client for his or her transaction reference	2 minutes	Frontline Officer	
3	Processing	Wait until the number or name called	To process the transfer or amendment	60 mins	Immigration Officer Assigned in IRD	Room 306 BI Main Intramuros Manila
4	Releasing	Give the claim stub to the frontline officer and received passport with Amended or corrected admission	To release the passport to the application	5 minutes	Frontline officer	Room 306 BI Main Intramuros Manila
DURATION / PROCESS TIME		Express	N/A	FEES	N/A	
		Regular	N/A		N/A	

Transfer from Old/ Lost/ Cancelled Passport

The stamp in the old /lost or cancelled passport is transferred to the new passport.

Office or Division	Immigration Regulation Division
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	All foreign nationals who have new passports.
CHECKLIST OF REQUIREMENTS	
1. Duly accomplished application form (BI Form No. IRD01.QF.006 Rev 01) 2. Original old passport (if available) 3. Original new passport/travel document (ONLY for lost passport)	
WHERE TO SECURE	



Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 minutes	Receiving staff/officer	Public Information and Assistance Unit (PIAU) G/F BI Main Office Building
2	Submission of Requirements	To submit complete documentary requirements	To receive documents and review completeness of application	10 mins	Evaluation Officer	Window 22, G/F BI Intramuros Main Building.
			To issue claim stub to the client for his or her transaction reference	2 minutes	Frontline Officer	
3	Processing	Wait until the number or name called	To process the transfer or amendment	60 mins	Immigration Officer Assigned in IRD	Room 306 BI Main Intramuros Manila
4	Releasing	Give the claim stub to the front line officer and received passport with transferred admission	To release the passport to the application	5 minutes	Frontline officer	Room 306 BI Main Intramuros Manila
DURATION / PROCESS TIME		Express	N/A	FEES	N/A	
		Regular	N/A		N/A	



Failed to Stamp (Encoded)

Stamping the right admission on the applicant's passport.

Office or Division	Immigration Regulation Division		
Classification	G2C- Government to Citizen		
Type of Transaction	Complex		
Who may avail	All foreign nationals who do not have admission stamp but his/her admission was encoded in the BCIS		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Duly accomplished application form (BI Form No. IRD01.QF.006 Rev 01)			
2. Valid original passports			

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 minutes	Receiving staff/officer	Public Information and Assistance Unit (PIAU) G/F BI Main Office Building
2	Submission of Requirements	To submit complete documentary requirements	To receive documents and review completeness of application	10 mins	Evaluation Officer	Window 22, G/F BI Intramuros Main Building.
	Processing	Wait until the number or name called				Room 306 BI Main Intramuros Manila
			To issue claim stub to the client for	2 minutes	Frontline Officer	



			his or her transaction reference			
			To process the transfer or amendment	60 mins	Immigration Officer Assigned in IRD	
DURATION / PROCESS TIME		Express	N/A	FEES	N/A	
		Regular	N/A		N/A	

Failed to Check (Not Encoded)

There is no admission stamp and the arrival is not encoded in the BCIS.

Office or Division	Immigration Regulation Division
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	All Foreign or Filipino nationals who claimed to have arrived in a certain date but there is no stamp in their passport and their arrival is also not encoded in the BCIS.
CHECKLIST OF REQUIREMENTS	
1. Duly accomplished application form (BI Form No. IRD01.QF.006 Rev 01) 2. Valid original passports 3. Airline certificate and/or flight passenger manifest	
WHERE TO SECURE	

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 minutes	Receiving staff/officer	Public Information and Assistance Unit (PIAU) G/F BI Main Office Building
2	Submission	To submit	To receive	10 mins	Evaluation	Window



	of Requirements	complete documentary requirements	documents and review completeness of application		Officer	22, G/F BI Intramuros Main Building.
	Processing	Wait until the number or name called	To issue claim stub to the client for his or her transaction reference	2 minutes	Frontline Officer	
			To process the transfer or amendment	30 mins	Immigration Officer Assigned in IRD	
			IRD Chief will recommend the approval of the Order	30 mins	IRD Chief	Room 306 BI Main Intramuros Manila
			Commissioner's approval	1 day	Commissioner	2 nd Floor BI Main Intramuros Manila
3	Releasing	Give the claim stub to the front line officer and received passport with Amended or corrected admission	To release the passport to the application	5 minutes	Frontline officer	Room 306 BI Main Intramuros Manila
DURATION / PROCESS TIME		Express	2 days	FEES	N/A	
		Regular	3 days		N/A	



Conversion to Section 13 Quota Immigrant Visa

Refers to “quota immigrant visa” that is granted to qualified foreign nationals for any one calendar year not in excess of fifty (50) of any one nationality or without nationality for any one calendar year

any one calendar year																																																																
Office or Division	Legal Division																																																															
Classification	G2C - Government to Citizen																																																															
Type of Transaction	Highly Technical																																																															
Who may avail	Qualified nationals of the following countries:																																																															
	<table><tr><td>1. Algeria (Female)</td><td>2. Argentina</td><td>3. Australia</td></tr><tr><td>4. Austria</td><td>5. Belgium</td><td>6. Belie</td></tr><tr><td>7. Bolivia</td><td>8. Bosnia and Herzegovina</td><td>9. Botswana</td></tr><tr><td>10. Brazil</td><td>11. Canada</td><td>12. Cape Verde</td></tr><tr><td>13. Chile</td><td>14. Columbia</td><td>15. Costa Rica</td></tr><tr><td>16. Croatia</td><td>17. Cuba</td><td>18. Czech Republic</td></tr><tr><td>19. Denmark</td><td>20. Ecuador</td><td>21. Egypt*</td></tr><tr><td>22. El Salvador</td><td>23. Fiji</td><td>24. Finland</td></tr><tr><td>25. France</td><td>26. Gabon</td><td>27. Germany</td></tr><tr><td>28. Greece</td><td>29. Guatemala</td><td>30. Honduras</td></tr><tr><td>31. Hong Kong SAR</td><td>32. Iceland</td><td>33. Indonesia (Female)</td></tr><tr><td>34. Iraq</td><td>35. Ireland</td><td>36. Israel</td></tr><tr><td>37. Italy</td><td>38. Japan</td><td>39. Kosovo</td></tr><tr><td>40. Lesotho</td><td>41. Libya (Female)</td><td>42. Luxembourg</td></tr><tr><td>43. Macau SAR</td><td>44. Macedonia</td><td>45. Malaysia (Female)</td></tr><tr><td>46. Malta</td><td>47. Marshall Islands</td><td>48. Mexico</td></tr><tr><td>49. Micronesia</td><td>50. Monaco</td><td>51. Montenegro</td></tr><tr><td>52. Netherlands</td><td>53. New Zealand</td><td>54. Nicaragua</td></tr><tr><td>55. Nigeria (Female)</td><td>56. Northern Mariana Island</td><td>57. Norway</td></tr><tr><td>58. Oman (Female)</td><td>59. Papua New Guinea</td><td>60. Paraguay</td></tr><tr><td>61. Peru</td><td>62. Russia</td><td>63. Saudi Arabia</td></tr></table>	1. Algeria (Female)	2. Argentina	3. Australia	4. Austria	5. Belgium	6. Belie	7. Bolivia	8. Bosnia and Herzegovina	9. Botswana	10. Brazil	11. Canada	12. Cape Verde	13. Chile	14. Columbia	15. Costa Rica	16. Croatia	17. Cuba	18. Czech Republic	19. Denmark	20. Ecuador	21. Egypt*	22. El Salvador	23. Fiji	24. Finland	25. France	26. Gabon	27. Germany	28. Greece	29. Guatemala	30. Honduras	31. Hong Kong SAR	32. Iceland	33. Indonesia (Female)	34. Iraq	35. Ireland	36. Israel	37. Italy	38. Japan	39. Kosovo	40. Lesotho	41. Libya (Female)	42. Luxembourg	43. Macau SAR	44. Macedonia	45. Malaysia (Female)	46. Malta	47. Marshall Islands	48. Mexico	49. Micronesia	50. Monaco	51. Montenegro	52. Netherlands	53. New Zealand	54. Nicaragua	55. Nigeria (Female)	56. Northern Mariana Island	57. Norway	58. Oman (Female)	59. Papua New Guinea	60. Paraguay	61. Peru	62. Russia	63. Saudi Arabia
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61. Peru	62. Russia	63. Saudi Arabia																																																														



	64. Senegal 67. Slovak Republic	65. Serbia 68. Slovenia	(Female) 66. Singapore 69. South Africa
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
VISA APPLICATION			
A. PRINCIPAL I. Letter request addressed to the Commissioner from the applicant stating that he/she: a) Is in possession of a valid passport (or equivalent document) an visa at the time of filling the application; b) Does not belong to any class of excludable or deportable foreign nationals enumerated under Section 29 and 37 of the Philippine Immigration Act of 1940; c) Possesses the qualifications, skills, scientific, educational or technical knowledge which will advance and be beneficial to the national interest of the Philippine or has sufficient capital for a viable and sustainable investment in the Philippines. II. Duly accomplished Consolidated General Application Form (CGAF) III. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; IV. Proof of applicant's special qualifications, skills or knowledge, or proof of financial capacity or investment, including but not limited to: a) Bank certification of inward remittance amounting to at least US \$50,000.00 or equivalent in other foreign currency; b) Documents evidencing ownership / purchase of a condominium [condominium unit(s) acquired within four (4) years prior to filing the Quota Immigrant Visa may be considered] with a corresponding proof that the			



<p>amount he/she invested came or was inwardly remitted from foreign sources;</p> <p>c) Documents showing ownership or investment in an existing corporation, enterprise or business concern [shares of stock or other equivalent proof of ownership in a corporation or business concern acquired within four (4) years prior of filing the application may be considered] with a corresponding proof that the amount he/she invested came or was inwardly remitted from foreign sources.</p> <p>V. National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines</p> <p>VI. Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>VII. BI Clearance Certificate</p> <p>B. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1. Duly accomplished Consolidated General Application Form (CGAF) 2. Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3. Proof of relationship with the principal, such as marriage or birth certificate 4. National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more) 5. Original or certified true copy of Quarantine Medical Clearance, if 	
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<p>applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>6. BI Clearance Certificate</p> <ul style="list-style-type: none"> FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page and latest admission with valid stay. 	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building



			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will</i>				



		<i>undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

CATEGORY	IMMIGRATION FEES	
	VISA FEES	ACR-ICARD (BSP Forex Rate)
1) Principal / Dependent Spouse	₱18,830.00	\$50.00
2) Dependent (Below 16 years of age)	₱18,580.00	\$50.00



3) Dependent (Below 14 years of age)	₱18,080.00	\$50.00
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ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	10,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	2,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	80.00
SERVICE FEE	200.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE FEE	500.00
FORM	100.00
IMMIGRANT CERTIFICATE OF RESIDENCE	1,400.00
ACR I-CARD FEE	2,589.50
TOTAL FEES (REGULAR)	18,919.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	21,419.5

Conversion to 13(A) Non-Quota Immigrant Visa (Probationary)

A non-quota immigrant visa granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, if accompanying or following to join such citizen, for a probationary period of one (1) year.

Join each citizen, for a probationary period of one (1) year.			
Office or Division	Legal Division		
Classification	G2C - Government to Citizen		
Type of Transaction	Highly Technical		
Who may avail	Qualified nationals of the following countries:		
	1. Algeria (Female)	2. Argentina	3. Australia
	4. Austria	5. Belgium	6. Belie
	7. Bolivia	8. Bosnia and Herzegovina	9. Botswana
	10. Brazil	11. Canada	12. Cape Verde
	13. Chile	14. Columbia	15. Costa Rica
	16. Croatia	17. Cuba	18. Czech



	19. Denmark 22. El Salvador 25. France 28. Greece 31. Hong Kong SAR 34. Iraq 37. Italy 40. Lesotho 43. Macau SAR 46. Malta 49. Micronesia 52. Netherlands 55. Nigeria (Female) 58. Oman (Female) 61. Peru 64. Senegal 67. Slovak Republic	20. Ecuador 23. Fiji 26. Gabon 29. Guatemala 32. Iceland 35. Ireland 38. Japan 41. Libya (Female) 44. Macedonia 47. Marshall Islands 50. Monaco 53. New Zealand 56. Northern Mariana Island 59. Papua New Guinea 62. Russia 65. Serbia 68. Slovenia	Republic 21. Egypt* 24. Finland 27. Germany 30. Honduras 33. Indonesia (Female) 36. Israel 39. Kosovo 42. Luxembourg 45. Malaysia (Female) 48. Mexico 51. Montenegro 54. Nicaragua 57. Norway 60. Paraguay 63. Saudi Arabia (Female) 66. Singapore 69. South Africa
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
VISA APPLICATION A. PRINCIPAL 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Marriage Certificate or Marriage Contract; 4) Birth Certificate or certified true copy of BI-issued identification Certificate as Filipino Citizen of the Filipino spouse; 5) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/			



<p>valid authorized stay;</p> <ol style="list-style-type: none"> 6) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 8) BI Clearance Certificate <p>B. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3) Proof of relationship with the petitioner, such as marriage or birth certificate 4) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more) 5) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 6) BI Clearance Certificate <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p>	
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1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page and latest admission with valid stay	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for	To encode all information in the application in	CRU is given days 5 for	Central Receiving Unit	Windows 20, Ground Floor, BI



		encoding of data	BI's system	encoding and transmittal to Legal Div for hearing		Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa	To implement duly approved visa	2-5 mins per application	Office of the Board Secretary	Window 36, Ground



		implementation.	subject's passport.	on		Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

CATEGORY	IMMIGRATION FEES	
	VISA FEES	ACR-ICARD (BSP Forex Rate)
1. Principal / Dependent Spouse	₱8,620.00	\$50.00
2. Dependent (Below 16 years of age)	₱8,370.00	\$50.00
3. Dependent (Below 14 years of age)	₱7,870.00	\$50.00
ASSESSED ITEMS		PRINCIPAL
APPLICATION FEE		1,000.00
CHANGE/STATUS		600.00
HEAD TAX		250.00
IMPLEMENTATION FEE		1,000.00
PASSPORT VISA FEE		200.00
LEGAL RESEARCH FEE		70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)		1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS		1,400.00
CERTIFICATE FEE		500.00
FORM		100.00
ACR I-CARD FEE		2,589.50



TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50

Conversion to 13(B) Non-Quota Immigrant Visa

A non-quota immigrant visa granted to a child of alien parents born during the temporary visit abroad of the mother, the mother having been previously lawfully admitted into the Philippines for permanent residence, if the child is accompanying or coming to join a parent and applies for admission within five years from the date of his/her birth

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	A non-quota immigrant visa granted to a child of alien parents born during the temporary visit abroad of the mother, the mother having been previously lawfully admitted into the Philippines for permanent residence, if the child is accompanying or coming to join a parent and applies for admission within five years from the date of its birth

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. VISA APPLICATION <ol style="list-style-type: none"> 1) Letter request addressed to the Commissioner from the petitioning mother with a statement that the application and entry into the Philippines are effected within five (5) years from the date of the birth of the child 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Photocopy of mother's passport biographical page, visa implementation and latest admission 5) Birth Certificate of the child 6) Valid National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration 	



<p>Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>8) BI Clearance Certificate</p> <ul style="list-style-type: none"> FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID <p>II. ACR I-CARD APPLICATION</p> <ol style="list-style-type: none"> Appropriate application form, duly accomplished Photocopy of passport biographical page and latest admission with valid stay 	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground



		and payment to cashier		on		Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in	To upload approved visas in the		MIS Division	Bureau's official website:



		the official website of the Bureau	Bureau's official website: www.immigration.gov.ph			www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50



Conversion to 13(C) Non-Quota Immigrant Visa

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	A non-quota immigrant visa granted to a child born subsequent to the issuance of the immigration visa of the accompanying parent, the visa not having expired
CHECKLIST OF REQUIREMENTS	
VISA APPLICATION	
<div>1) Letter request addressed to the Commissioner from the accompanying parent</div> <div>2) Duly accomplished Consolidated General Application Form (CGAF)</div> <div>3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;</div> <div>4) Birth certificate of the child</div> <div>5) Photocopy of parent's passport biographical page, entry visa (if applicable), latest admission and implementation stamp of visa or order granting permanent residency</div> <div>6) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines</div> <div>7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</div> <div>8) BI Clearance Certificate</div> <div><div>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S:</div><div>Special Power of Attorney or Photocopy of BI Accreditation ID</div></div>	
II. ACR I-CARD APPLICATION	
<div>1) Appropriate application form, duly accomplished</div> <div>Photocopy of passport biographical page and latest admission with valid stay</div>	



Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building



				Div for hearing		
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release			



			passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50



Conversion to 13(E) Non-Quota Immigrant Visa

Previous permanent resident returning from a temporary visit abroad

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	A person previously lawfully admitted into the Philippines for permanent residence, who is returning from a temporary visit abroad to an unrelinquished residence in the Philippines.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
I. VISA APPLICATION A. PRINCIPAL <ol style="list-style-type: none"> 1) Letter request addressed to the Commissioner 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Photocopy of proof of payment for Re-entry Permit to substantiate non-relinquishment of permanent resident; 5) Proof of financial capacity or stable source of income: <ol style="list-style-type: none"> a. Pension or remittances in cases of support from family members abroad b. Return of income taxes withheld for the last taxable period and alphalist duly received by the BIR with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details' print-out or other similar evidence). For newly established business, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or overpayment of taxes, in lieu of proof of payment, submit ITR with proof of filing c. Other similar proof of financial capacity / source of income. 6) National Bureau of Investigation (NBI) Clearance valid for six (6) months. 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the 	



<p>countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>8) BI Clearance Certificate</p> <ul style="list-style-type: none"> FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <p>1) Appropriate application form, duly accomplished Photocopy of passport biographical page and latest admission with valid stay</p>	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			



3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				



8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50



TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50

Conversion to 13(G) Non-Quota Immigrant Visa

A non-quota immigrant visa granted to a natural-born citizen of the Philippines, who has been naturalized in a foreign country, and is returning to the Philippines for permanent residence, including his spouse and minor unmarried children, shall be considered a non-quota immigrant for purposes of entering the Philippines.

considered a non-quota immigrant for purposes of entering the Philippines.		
Office or Division	Legal Division	
Classification	G2C - Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	A natural-born citizen of the Philippines who has been naturalized in a foreign country, and is returning to the Philippines for permanent residence, including his/her spouse and unmarried children.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. VISA APPLICATION		
A. PRINCIPAL		
1) Letter request addressed to the Commissioner		
2) Duly accomplished Consolidated General Application Form (CGAF)		
3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;		
4) Birth certificate of the applicant		
5) National Bureau of Investigation (NBI) Clearance valid for six (6) months		
6) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.		
7) BI Clearance Certificate		
B. DEPENDENTS (one for each applicant-dependent)		
1) Duly accomplished Consolidated General Application Form (CGAF)		
2) Photocopy of passport biographical page, entry visa (if		



<p>applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;</p> <ol style="list-style-type: none"> 3) Proof of relationship with the principal, such as marriage or birth certificate 4) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more) 5) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 6) BI Clearance Certificate <ul style="list-style-type: none"> • FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page and latest admission with valid stay 	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground



						Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building



		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act



CATEGORY	IMMIGRATION FEES	
	VISA FEES	ACR-ICARD (BSP Forex Rate)
1. Principal / Dependent Spouse	₱8,620.00	\$50.00
2. Dependent (Below 16 years of age)	₱8,370	\$50.00
3. Dependent (Below 14 years of age)	₱7,870	\$50.00

Conversion to Permanent Resident Visa (Probationary) Under MCL-07-021 (Chinese Married to a Philippine Citizen)

A non-quota immigrant visa granted to a foreign national married to a Philippine citizen

Office or Division	Legal Division	
Classification	G2C - Government to Citizen	
Type of Transaction	Complex	
Who may avail	Chinese nationals married to a Philippine citizen spouse and their children	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. VISA APPLICATION A. PRINCIPAL <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioning Filipino spouse 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Petitioner's birth certificate or certified true copy of BI-issued Identification Certificate as Filipino Citizen 5) Marriage Certificate or Marriage Contract 6) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines 7) Original or certified true copy of Quarantine Medical 		



<p>Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>8) BI Clearance Certificate</p> <p>B. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3) Proof of relationship with the principal, such as marriage or birth certificate 4) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more) 5) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 6) BI Clearance Certificate <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page and latest admission with valid stay 	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building



			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office



		indicated in the Official Receipt				Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building



DURATION / PROCESS TIME	Express	15 days*	FEES	Please see chart below
	Regular	20 days*		

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

CATEGORY	IMMIGRATION FEES	
	VISA FEES	ACR-ICARD <i>(BSP Forex Rate)</i>
1. Principal / Dependent Spouse	₱8,620.00	\$50.00
2. Dependent (Below 16 years of age)	₱8,370	\$50.00
3. Dependent (Below 14 years of age)	₱7,870	\$50.00

ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50



Conversion to Permanent Resident Visa (Probationary) Under MCL-07-021 (Chinese Married to a Permanent Resident)

A non-quota immigrant visa granted to a foreign national married to a permanent resident

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Complex
Who may avail	Chinese nationals married to a permanent resident including his/her children
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
I. VISA APPLICATION A. PRINCIPAL <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioning Filipino spouse 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Petitioner's birth certificate or certified true copy of BI-issued Identification Certificate as Filipino Citizen 5) Marriage Certificate or Marriage Contract 6) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 8) BI Clearance Certificate B. DEPENDENTS (one for each applicant-dependent) <ol style="list-style-type: none"> 7) Duly accomplished Consolidated General Application Form (CGAF) 8) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 9) Proof of relationship with the principal, such as 	



<p>marriage or birth certificate</p> <p>10) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more)</p> <p>11) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>12) BI Clearance Certificate</p> <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <p>1) Appropriate application form, duly accomplished</p> <p>2) Photocopy of passport biographical page and latest admission with valid stay</p>	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office



						Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and</i>				



		<i>above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

CATEGORY	IMMIGRATION FEES	
	VISA FEES	ACR-ICARD (BSP Forex Rate)
4. Principal / Dependent Spouse	₱8,620.00	\$50.00
5. Dependent (Below 16 years of age)	₱8,370	\$50.00



6. Dependent (Below 14 years of age)	₱7,870	\$50.00
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ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50

Conversion to Temporary Resident's Visa (TRV) Section 13(A) in Relation to Law Instruction No. 33, Memorandum Order No. ADD-01-038

A temporary resident visa granted to Indian nationals who are married to a Philippine citizen

Office or Division	Legal Division	
Classification	G2C - Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	Indian national married to a Philippine citizen and their children	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
I. VISA APPLICATION		
A. PRINCIPAL		
1) Joint letter request addressed to the Commissioner from the applicant and the petitioner.		
2) Duly accomplished Consolidated General Application Form (CGAF)		
3) Photocopy of passport biographical page, entry visa		



<p>(if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;</p> <ol style="list-style-type: none"> 4) Birth Certificate of Petitioning Filipino spouse or certified true copy of BI-issued Identification certificate 5) Marriage Certificate or Marriage Contract 6) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 8) BI Clearance Certificate <p>B. PETITIONER</p> <ol style="list-style-type: none"> 1) PSA-issued birth certificate or certified true copy of BI-issued Identification Certificate (IC) as Filipino Citizen <p>C. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3) Proof of relationship with the petitioner, such as marriage or birth certificate 4) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more) 5) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 6) BI Clearance Certificate <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p>	
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II. ACR I-CARD APPLICATION (for each applicant)

- 1) Appropriate application form, duly accomplished
- 2) Photocopy of passport biographical page and latest admission with valid stay

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for	To encode all information in the application in	CRU is given days 5 for	Central Receiving Unit	Windows 20, Ground Floor, BI



		encoding of data	BI's system	encoding and transmittal to Legal Div for hearing		Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa	To implement duly approved visa on	2-5 mins per application	Office of the Board Secretary	Window 36, Ground



		implementation.	subject's passport.	on		Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

CATEGORY	IMMIGRATION FEES	
	VISA FEES	ACR-ICARD (BSP Forex Rate)
7. Principal / Dependent Spouse	₱8,620.00	\$50.00
8. Dependent (Below 16 years of age)	₱8,370	\$50.00
9. Dependent (Below 14 years of age)	₱7,870	\$50.00

ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00



FORM	100.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50

Conversion to Temporary Resident's Visa (TRV) – For One (1) Year of An Indian National Under Memorandum Order No. ADD-02-015 (Previously Aailed TRV – Operations Order No. RAGE-2016-003)

A temporary resident visa granted to Indian nationals who family members who are (1) family members of a permanent resident Indian national and (2) who previously availed of said visa.

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Indian national married to a Philippine citizen and their children
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
VISA APPLICATION	
A. PRINCIPAL <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner. 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Marriage Certificate or Marriage Contract and or Birth Certificate 5) Photocopy of the Order of approval of previously approved TRV 6) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in 	



<p>the Philippines on or after June 2014.</p> <p>8) BI Clearance Certificate</p> <p>B. PETITIONER</p> <p>1) PSA-issued birth certificate or certified true copy of BI-issued Identification Certificate (IC) as Filipino Citizen</p> <p>C. DEPENDENTS (one for each applicant-dependent)</p> <p>1) Duly accomplished Consolidated General Application Form (CGAF)</p> <p>2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;</p> <p>3) Proof of relationship with petitioner, such as marriage or birth certificate</p> <p>4) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines</p> <p>5) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>6) BI Clearance Certificate</p> <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <p>1) Appropriate application form, duly accomplished</p> <p>2) Photocopy of passport biographical page and latest admission with valid stay</p>	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application	To review completeness	5-20 mins per	Public Information	Ground Floor, BI



		form and documentary requirements	of application form and documentary requirements.	applicati on	and Assistance Unit (PIAU)	Main Office Building
			To sign Checklist of Requirements .			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per applicati on	Central Receiving Unit	Window s 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per applicati on	Cash Section	Window s 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encodin g and transmitt al to Legal Div for hearing	Central Receiving Unit	Window s 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per applicati on	Legal Division	Room 425, 4th Floor, BI Main Office Building



6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present	To release	2-5 mins	ARD	Window



		claim stub to claim ACR I-Card	ACR I-Card to subject.	per application		42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50

Amendment from Section 13(A) Non-quota Immigrant Visa (Probationary) to Section 13(A) Non-quota Immigrant Visa

A non-quota immigrant visa granted to the wife or the husband or the unmarried child under twenty-one years of age of a Philippine citizen, if accompanying or following to join such citizen.

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Foreign nationals who are holders of Section 13(A) Non-quota Immigrant Visa (Probationary)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. PRINCIPAL	
1) Joint letter request addressed to the Commissioner from the applicant and the petitioner.	



- 2) Duly accomplished Consolidated General Application Form (CGAF)
- 3) Photocopy of passport biographical page, visa implementation and latest admission
- 4) National Bureau of Investigation (NBI) Clearance valid for six (6) months
- 5) Joint affidavit of continuous cohabitation of applicant and the petitioning spouse;
- 6) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
- 7) Photocopy of the conversion order or ACR I-Card with petitioner's name
- 8) BI Clearance Certificate

B. DEPENDENTS (one for each applicant-dependent)

- 1) Duly accomplished Consolidated General Application Form (CGAF)
- 2) Photocopy of passport biographical page, visa implementation and latest admission
- 3) Proof of relationship with petitioner, such as birth certificate
- 4) National Bureau of Investigation (NBI) Clearance valid for six (6) months (for children 15 years or more)
- 5) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
- 6) Photocopy of the conversion order or ACR I-Card with petitioner's name
- 7) BI Clearance Certificate

- **FOR APPLICATIONS FILED THRU REPRESENTATIVE/S:** Special Power of Attorney or Photocopy of BI Accreditation ID

II. ACR I-CARD APPLICATION (for each applicant)



1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page, visa implementation and latest admission	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of	To encode all information in the application in BI's system	CRU is given days 5 for encoding	Central Receiving Unit	Windows 20, Ground Floor, BI Main



		data		g and transmittal to Legal Div for hearing		Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their application's disposition.	<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				



	[Result])					
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50



TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50

Amendment from Permanent Resident Visa (Probationary) under MCL-07-021 to Permanent Resident Visa (Chinese Married to a Philippine Citizen)

An amendment of the temporary resident visa granted to foreign nationals who are married to a Philippine citizen

Office or Division	Legal Division	
Classification	G2C - Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	Chinese nationals who are holders of Permanent Resident Visa (Probationary) under MCL-07-021	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>A. PRINCIPAL</p> <ol style="list-style-type: none">1) Joint letter request addressed to the Commissioner from the applicant and the petitioning Philippine citizen spouse2) Duly accomplished Consolidated General Application Form (CGAF)3) Photocopy of passport biographical page, visa implementation and latest admission4) Joint affidavit of continuous cohabitation of applicant and the petitioning spouse;5) National Bureau of Investigation (NBI) Clearance valid for six (6) months6) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.7) Photocopy of the conversion order or ACR I-Card with petitioner's name8) BI Clearance Certificate		
<p>B. DEPENDENTS (one for each applicant-dependent)</p>		



<ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, visa implementation and latest admission 3) National Bureau of Investigation (NBI) Clearance valid for six (6) months (for children 15 years or more) 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 5) Photocopy of the conversion order or ACR I-Card with petitioner's name 6) BI Clearance Certificate <ul style="list-style-type: none"> • FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page, visa implementation and latest admission with valid stay 	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17



						and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per applicati on	Cash Section	Window s 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encodin g and transmitt al to Legal Div for hearing	Central Receiving Unit	Window s 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per applicati on	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per applicati on	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric	To process capturing of subject's biometric information (photograph	2-5 mins per applicati on	ARD	Window 44, Ground Floor, BI Main Office



		information after hearing.	and fingerprint).			Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their application's disposition. [Result])	<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			



10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50

Amendment from Permanent Resident Visa (Probationary) under MCL-07-021 to Permanent Resident Visa (Chinese Married to a Permanent Resident)

An amendment of the temporary resident visa granted to foreign nationals who are married to a permanent resident

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Foreign nationals who are holders of Permanent Resident Visa (Probationary) under MCL-07-021
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. PRINCIPAL	
1) Joint letter request addressed to the Commissioner	



<p>from the applicant and the petitioner.</p> <ol style="list-style-type: none"> 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, visa implementation and latest admission 4) Proof of financial capacity or stable source of income (any one of the following): <ol style="list-style-type: none"> a. Pension or remittances in cases of support from family members abroad b. Return of income taxes withheld for the last taxable period and alphalist duly received by the BIR with corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details' print-out or other similar evidence). For newly established business, submit photocopy of certificate of registration with BIR and Quarterly payment of taxes with corresponding proof of payment. For companies with no income or overpayment of taxes, in lieu of proof of payment, submit ITR with proof of filing 5) Other similar proof of financial capacity / source of income 6) National Bureau of Investigation (NBI) Clearance valid for six (6) months 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 8) Photocopy of the conversion order or ACR I-Card with petitioner's name 9) BI Clearance Certificate <p>B. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, visa implementation and latest admission 3) National Bureau of Investigation (NBI) Clearance valid for six (6) months (for children 15 years or more) 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the 	
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<p>countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>5) Photocopy of the conversion order or ACR I-Card with petitioner's name</p> <p>6) BI Clearance Certificate</p> <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <p>1) Appropriate application form, duly accomplished</p> <p>2) Photocopy of passport biographical page, visa implementation and latest admission</p>	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of			



			Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing	<i>Note: Only applicants 4 years and above will undergo biometrics information</i>				



	of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their application's disposition. [Result])	<i>capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act



ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	1,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE OF RESIDENCE FOR TEMPORARY VISITORS	1,400.00
CERTIFICATE FEE	500.00
FORM	100.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	8,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	11,217.50

Extension of Temporary Resident's Visa (TRV) Under Law Instruction No. 33, Memorandum Order No. ADD-01-038 (Indian National Married to Philippine Citizen)

An extension of the temporary resident visa granted to Indian nationals who are married to a Philippine citizen

Office or Division	Legal Division	
Classification	G2C - Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	Holders of Temporary Resident's Visa	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
A. I. PRINCIPAL <ol style="list-style-type: none">1) Joint letter request addressed to the Commissioner from the applicant and the petitioner2) Duly accomplished Consolidated General Application Form (CGAF)3) Marriage Certificate or Marriage Contract4) Joint affidavit of continuous cohabitation of applicant and the petitioning spouse;5) Photocopy of passport biographical page, visa implementation and latest admission6) National Bureau of Investigation (NBI) Clearance		



<p>valid for six (6) months</p> <p>7) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name</p> <p>8) BI Clearance Certificate</p> <p>B. DEPENDENTS (one for each applicant-dependent)</p> <p>1) Duly accomplished Consolidated General Application Form (CGAF)</p> <p>2) Photocopy of passport biographical page, visa implementation and latest admission</p> <p>3) National Bureau of Investigation (NBI) Clearance valid for six (6) months</p> <p>4) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name</p> <p>5) BI Clearance Certificate</p> <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID and Affidavit of Completeness</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <p>1) Appropriate application form, duly accomplished</p> <p>2) Photocopy of passport biographical page, visa implementation and latest admission</p>	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and	To submit duly evaluated	To enter applicant's	5-10 mins per	Central Receiving	Windows 11



	CRU	application documents	details in the system.	applicati on	Unit	and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per applicati on	Cash Section	Window s 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encodin g and transmitt al to Legal Div for hearing	Central Receiving Unit	Window s 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per applicati on	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per applicati on	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for	To process capturing of subject's biometric	2-5 mins per applicati on	ARD	Window 44, Ground Floor, BI



		capturing of biometric information after hearing.	information (photograph and fingerprint).			Main Office Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their application's disposition. [Result])	<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly			



			approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

NATIONALITY	VALIDITY	IMMIGRATION FEES	
		VISA FEES	ACR-ICARD (BSP Forex Rate)
Indian	5 Years	₱29,260.00	\$50.00
ASSESSED ITEMS			PRINCIPAL
EXTENSION (5 YEARS)			9,000.00
APPLICATION FEE			5,000.00
IMPLEMENTATION FEE			2,500.00
PASSPORT VISA FEE			1,000.00
LEGAL RESEARCH FEE			260.00
SERVICE FEE			2,500.00
CERTIFICATE FEE			500.00
ACR I-CARD FEE			2,597.50
TOTAL FEES (REGULAR)			23,357.00
EXPRESS			8,500.00
TOTAL FEES (EXPRESS)			31,857.00



Extension of Temporary Resident's Visa (TRV) – For Five (5) Years of An Indian National Under Memorandum Order No. ADD-02-015 (Previously Aailed TRV – Operations Order No. RAGE-2016-003)

An extension of the temporary resident visa granted to Indian nationals who are family members of a permanent resident Indian national who themselves were granted said visa.

Office or Division
 Legal Division

Classification
 G2C - Government to Citizen

Type of Transaction
 Highly Technical

Who may avail
 Indian national family members of an Indian national

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. PRINCIPAL</p> <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner. 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, visa implementation and latest admission 4) Marriage Certificate or Marriage Contract and or Birth Certificate 5) National Bureau of Investigation (NBI) Clearance valid for six (6) months 6) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name 7) BI Clearance Certificate <p>B. PETITIONER</p> <ol style="list-style-type: none"> 1) PSA-issued birth certificate or certified true copy of BI-issued Identification Certificate (IC) as Filipino Citizen <p>C. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, visa implementation and latest admission 3) Proof of relationship, such as marriage or birth certificate issued by the PSA 4) National Bureau of Investigation (NBI) Clearance 	



<p>valid for six (6) months (for children 15 years or more)</p> <p>5) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name</p> <p>6) BI Clearance Certificate</p> <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <p>1) Appropriate application form, duly accomplished</p> <p>2) Photocopy of passport biographical page and latest admission with valid stay</p>	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			



3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing of photo and	<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				



	biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their application's disposition. [Result])					
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

LOI33 TEMPORARY RESIDENT –

LOI33 TEMPORARY RESIDENT –



EXTENSION (2 YEARS)	
ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	2,000.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	400.00
LEGAL RESEARCH FEE	100.00
SERVICE FEE	1,000.00
CERTIFICATE FEE	500.00
ACR I-CARD FEE	5,195.00
EXTENSION FEE	3,600.00
TOTAL FEES (REGULAR)	13,795.00
EXPRESS	4,500.00
TOTAL FEES (EXPRESS)	18,295.00

EXTENSION (5 YEARS, INC INDIAN)	
ASSESSED ITEMS	PRINCIPAL
EXTENSION (5 YEARS)	9,000.00
APPLICATION FEE	5,000.00
IMPLEMENTATION FEE	2,500.00
PASSPORT VISA FEE	1,000.00
LEGAL RESEARCH FEE	260.00
SERVICE FEE	2,500.00
CERTIFICATE FEE	500.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	23,357.00
EXPRESS	8,500.00
TOTAL FEES (EXPRESS)	31,857.00

LOI33 TEMPORARY RESIDENT – EXTENSION FOR FEMALE EGYPTIAN (2 YEARS)	
ASSESSED ITEMS	PRINCIPAL
EXTENSION (5 YEARS)	9,000.00
APPLICATION FEE	5,000.00
IMPLEMENTATION FEE	2,500.00
PASSPORT VISA FEE	1,000.00
LEGAL RESEARCH FEE	270.00
SERVICE FEE	2,500.00
CERTIFICATE FEE	500.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	23,367.50
EXPRESS	8,500.00
TOTAL FEES (EXPRESS)	31,867.50

LOI33 TEMPORARY RESIDENT – EXTENSION FOR MALE EGYPTIAN (2 YEARS)	
ASSESSED ITEMS	PRINCIPAL
EXTENSION (5 YEARS)	5,400.00
APPLICATION FEE	3,000.00
IMPLEMENTATION FEE	1,500.00
PASSPORT VISA FEE	600.00
LEGAL RESEARCH FEE	170.00
SERVICE FEE	1,500.00
CERTIFICATE FEE	500.00
ACR I-CARD FEE	2,591.50
TOTAL FEES (REGULAR)	15,261.50
EXPRESS	5,500.00
TOTAL FEES (EXPRESS)	20,761.50



CREW VISA

Office or Division	Immigration Regulation Division – Seaport Operations Section
Classification	G2C- Government to Citizen
Type of Transaction	Simple
Who may avail	Local Shipping Companies and Seafarers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Order of Approval for VUA Issuance 2. Arrival Passenger Manifest	

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	CRU Filing	Shipping Agent/Crewlist/ Receiving Copy/NOA/Letter Request	CRU Stamp "Received" impression Record and Endorse to SOS Office	CRU Disposition	CRU STAFF	21
2	SOCU Receiving	Shipping Agent/NOA/Crewlist/Letter Request	Release Order of Approval of VUA issuance	10-20 mins	SOCU STAFF	SOCU office
3	VCD for Derogating Checking	Verification of Derogatory Records	Derogatory Remarks Impression	10-20 mins	VCD Staff	Room 307
4	Preparation of OPS	Evaluate and Complete Seafarers/ Passengers Legal Fees	Release of OPS	3-5 mins	SOS STAFF	3
5	Release OPS	Payment of necessary Immigration Fees	For OPS Payment	Less than 1 min	SOS Staff	4
6	SOS Receiving of Official Receipt	Receive Official Receipts	Receive Duplicate Official Receipts	Less than 1 min	SOS Staff	1

7	Record and Release of Official Receipts		Attach Copies of Official Receipts to NOA and Boarding Formalities	1-3 mins	SOS Staff	4
DURATION / PROCESS TIME		Express	Within 1 Hour	FEES	Filing Fee Php 50.00 VUA Fee (Group) USD 1.00 Implementation Fee Php 100.00 Legal Research Fee Php 10.00 Express Fee Php 500.00	
		Regular	-		-	

Conversion to Treaty Trader's/Treaty Investor's Visa – Section 9(D)

A non-immigrant visa granted to an alien (foreign) businessman. - An alien entitled to enter the Philippines under and in pursuance of the provisions of a treaty of commerce and navigation:

(1) solely to carry on substantial trade principally between the Philippines and the foreign state of which he is a national; or

(2) solely to develop and direct the operations of an enterprise in which, in accordance with the Constitution and the laws of the Philippines he has invested or of an enterprise in which he is actively in the process of investing, a substantial amount of capital; and his wife, and his unmarried children under twenty-one years of age, if accompanying or following to join him, subject to the condition that citizens of the Philippines are accorded like privileges in the foreign state of which such alien is a national.

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Nationals of the United States of America, Japan and Germany



	<p><u>Exempted from Hearing:</u> Foreign nationals employed by companies classified by the Securities and Exchange Commission as belonging to Top 1000 Corporations in the country</p>
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. PRINCIPAL</p> <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties 5) Board Resolution, if the signatories of the letter of application and employment contract are other than those appearing in the articles of incorporation and in the latest GIS 6) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 7) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN) 8) BI Clearance Certificate <p>B. PETITIONER:</p> <ol style="list-style-type: none"> 1. Photocopy of petitioner's Taxpayer's Identification Number (TIN) or any document with petitioner's TIN 2. For Corporations or Partnerships, photocopies of the following: <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of registration • Articles of Incorporation • General Information Sheet for the current year, stamped received by SEC 3. For Single Proprietorships, photocopies of the 	



<p>following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate Registration of Business Name <p>4. Mayor's Permit</p> <p>C. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3) Proof of relationship with the principal, such as marriage or birth certificate 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 5) BI Clearance Certificate <ul style="list-style-type: none"> • FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page and latest admission with valid stay 	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of			



			Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building



7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			



Validity of Visa	Immigration Fees				
	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 16 years of age	ACR I-Card (BSP Forex Rate)
One (1) Year	₱9,620.00	8,120.00	7,870.00	7,370.00	\$50.00
Two (2) Years	₱13,650.00	11,950	11,700.00	11,200.00	\$100.00

9(D) CONVERSION (1 YEAR)	
ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	2,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,000.00
PASSPORT VISA FEE	200.00
LEGAL RESEARCH FEE	70.00
ALIEN CERTIFICATION OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE FEE	500.00
FORM	100.00
CRTT	1,400.00
ACR I-CARD FEE	2,597.50
TOTAL FEES (REGULAR)	9,717.50
EXPRESS	2,500.00
TOTAL FEES (EXPRESS)	12,217.50

9(D) CONVERSION (2 YEARS)	
ASSESSED ITEMS	PRINCIPAL
APPLICATION FEE	2,000.00
CHANGE/STATUS	600.00
HEAD TAX	250.00
IMPLEMENTATION FEE	1,500.00
PASSPORT VISA FEE	400.00
LEGAL RESEARCH FEE	100.00
ALIEN CERTIFICATION OF REGISTRATION (ADULT)	1,000.00
CERTIFICATE FEE	500.00
FORM	100.00
CRTT	1,400.00
ACR I-CARD FEE	5,195.00
EXTENSION FEE	1,800.00
TOTAL FEES (REGULAR)	14,485.00
EXPRESS	4,000.00
TOTAL FEES (EXPRESS)	18,845.0



Conversion to Student Visa – Section 9(F)

Conversion of visa status from Temporary Visitor's Visa to 9f Student Visa is issued to a foreign national at least eighteen (18) years of age, who seeks to enroll in a Bachelor's, Master's, or Doctorate degree course, or in a Pre-dentistry, Dentistry, or Medicine program at a duly accredited learning institution.

Note: Concurrent with the application for Conversion to Student Visa is an application for a 9(f) ACR I-Card. This application is forwarded to the main office of the Bureau of Immigration for assessment, approval, and final disposition by the Alien Registration Division.

Office or Division	Immigration Regulation Division – Student Visa Section	
Classification	G2C - Government to Citizen	
Type of Transaction	Complex	
Who may avail	The 9f Student Visa is issued to a foreign national who has established that:	
	<div>1) He/She is at least eighteen (18) years of age;</div> <div>2) He/She has the means sufficient for his/her education and support in the Philippines;</div> <div>3) He/She seeks to enter the country temporarily solely for the purpose of taking up a course of study higher than high school at a university, seminary, academy, college, or school accredited to accept foreign students by the BI;</div> <div>4) He/She does not belong to any class excludable and deportable foreign nationals under Sections 29 and 37 of Commonwealth Act No. 613, as amended; and</div> <div>5) He/She and the admitting school have submitted and complied with all the documentary requirements prescribed in the <i>Checklist of Documentary Requirements for Conversion to Student Visa</i>.</div>	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<div>1) Joint letter request addressed to the Commissioner signed by the authorized school liaison and applicant, using the school letterhead with dry seal;</div> <div>2) Duly accomplished CGAF for Student Visa and Special Study Permit;</div> <div>3) Photocopy of passport bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;</div>		



<p>4) Notice of Acceptance, indicating the semester applied for and the months covered by the semester, signed by the registrar;</p> <p>5) Endorsement addressed to the Commissioner for the conversion of the applicant's status, signed by the School Registrar;</p> <p>6) Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;</p> <p>7) CHED Endorsement for transfer and shifting course, if applicable;</p> <p>8) National Bureau of Investigation (NBI) Clearance, if application is filed six (6) months or more from the date of last arrival in the Philippines; or for those pursuing a higher academic course (e.g. 4-year baccalaureate holder taking a master's, or a master's degree holder taking a doctorate;</p> <p>9) Photocopy of BI school accreditation ID of the registrar or school representative;</p> <p>10) BI Clearance Certificate; and</p> <p>11) Valid Passport.</p>	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application form, and general information	10 mins	Receiving staff/officer	Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall Complex



2	Receive and review/ evaluate applications/ documentary requirements	To submit duly accomplished application form and supporting documents	To review completeness of application and eligibility of applicant To enter applicant's details in the system To issue Order of Payment Slip	3 days (Express) 3-7 days (Regular) 10 mins 10 mins	Evaluation Officer Data entry staff/officer Assessors	Window 2, SVS Civic Center Bldg, QC Hall Complex
3	Payment	To submit OPS and payment to the Cashier	To issue Official Receipt and claim stub	10 mins	Cashier	Window 1, SVS Civic Center Bldg, QC Hall Complex
4	Information capturing / Biometric information	Applicant to appear for capturing of biometric information on scheduled date appearing in the Official Receipt	To process capturing of subject's biometric information (photograph and fingerprint)	10 mins	Data capture staff/officer	Window 5, SVS Civic Center Bldg, QC Hall Complex
5	Release of approved application	To submit claim stub	To implement duly approved visa on subject's passport To release passport with implemented visa and ACR I-Card	10 mins 5 mins	Implementors	Window 3, SVS Civic Center Bldg, QC Hall Complex
DURATION / PROCESS TIME		Express	3 days	FEES	PhP 9,270.00 plus ACR I-Card Fee of USD 50.00**	
		Regular	7 days		PhP 8,220.00 plus ACR I-Card Fee of USD 50.00**	

**Calculated according to BSP Forex Rate on date of payment.



Conversion to Pre-arranged Employment (Commercial) Visa – Section 9(G)

A non-immigrant visa granted an alien (foreign national) coming to prearranged employment for whom the issuance of a visa has been authorized in accordance with section twenty of this Act, and his wife, and his unmarried children under twenty-one years of age, if accompanying him or if following to join him within a period of six months from the date of his admission into the Philippines as a nonimmigrant under this paragraph. An alien who is admitted as a nonimmigrant cannot remain in the Philippines permanently. To obtain permanent admission, a nonimmigrant alien must depart voluntarily to some foreign country and procure from the appropriate Philippine consul the proper visa and thereafter undergo examination by the officers of the Bureau of Immigration at a Philippine port of entry for determination of his admissibility in accordance with the requirements.

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Foreign nationals who seek employment in commercial trade in the Philippines and their spouse and dependent children <u>Exempted from Hearing:</u> Foreign nationals employed by companies classified by the Securities and Exchange Commission as belonging to Top 1000 Corporations in the country
CHECKLIST OF REQUIREMENTS	
A. PRINCIPAL <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Duly acknowledged Employment Contract, Secretary's Certificate of Election, Appointment, Assignment, Secondment or Deployment of applicant, or equivalent document indicating duration of employment, compensation and other benefits, and scope of duties 5) Photocopy of Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE) and 	
WHERE TO SECURE	



<p>actual/original publication of the applicant's approved AEP (attached the whole page of the publication) or in the absence thereof, certified true copy of the publication by the publisher or a certification issued by the publisher certifying its publication.</p> <ol style="list-style-type: none"> 6) Notarized certification of number of foreign and Filipino employees from the petitioning company (preferred format can be downloaded at the website); 7) Special Temporary Permit for an applicant practicing a regulated profession under the Professional Regulation Commission (PRC) 8) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 9) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN) 10) BI Clearance Certificate <p>B. PETITIONER:</p> <ol style="list-style-type: none"> 1) Photocopy of petitioner's Taxpayer's Identification Number (TIN) or any document with petitioner's TIN 2) For Corporations or Partnerships, photocopies of the following: <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of registration • Articles of Incorporation • General Information Sheet for the current year, stamped received by SEC For Single Proprietorships, photocopies of the following: <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate Registration of Business Name 3) Mayor's Permit <p>C. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3) Proof of relationship with the principal, such as marriage or birth certificate 	
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<p>4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>5) BI Clearance Certificate</p> <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <p>1) Appropriate application form, duly accomplished</p> <p>2) Photocopy of passport biographical page and latest admission with valid stay</p> <p>3) Photocopy of AEP</p>	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of			



			Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information</i>				



		<i>capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

Validity of Visa	Immigration Fees				
	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 16 years of age	ACR I-Card (BSP Forex Rate)
TOP 1000 CORPORATIONS					
One (1) Year	₱10,130.00	8,120.00	7,870.00	7,370.00	\$50.00
Two (2) Years	₱17,170.00	13,960.00	13,710.00	13,210.00	\$100.00
Three (3) Years	₱24,210.00	19,800.00	19,550.00	19,050.00	\$150.00



Validity of Visa	Immigration Fees				
	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age	ACR I-Card (BSP Forex Rate)
OTHER CORPORATIONS					
One (1) Year	₱10,630.00	8,620.00	8,370.00	7,870.00	\$50.00
Two (2) Years	₱18,170.00	14,960.00	14,710.00	14,210.00	\$100.00
Three (3) Years	₱25,710.00	21,300.00	21,050.00	20,550.00	\$150.00

9G COMMERCIAL (1 YEAR)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	2,000.00	1,000.00	1,000.00	500.00
CHANGE/STATUS	600.00	600.00	1,000.00	1,000.00
HEAD TAX	250.00	250.00	600.00	600.00
IMPLEMENTATION FEE	1,000.00	500.00	500.00	500.00
PASSPORT VISA FEE	200.00	200.00	200.00	200.00
LEGAL RESEARCH FEE	80.00	70.00	70.00	70.00
SERVICE FEE	500.00	-500.00	0.00	0.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00	1,000.00	0.00	0.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
FORM	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-CARD FEE	2,597.50	2,597.00	2,597.50	2,597.50
EXTENSION FEE	0.00	0.00	0.00	0.00
TOTAL FEES (REGULAR)	10,227.50	8,217.50	7,967.50	7,467.50
EXPRESS	3,000.00	3,000.00	3,000.00	3,000.00
TOTAL FEES (EXPRESS)	13,227.50	11,217.50	10,967.50	10,467.50



9G COMMERCIAL (2 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	4,000.00	2,000.00	1,000.00	500.00
CHANGE/STATUS	600.00	600.00	2,000.00	2,000.00
HEAD TAX	250.00	250.00	600.00	600.00
IMPLEMENTATION FEE	1,500.00	500.00	500.00	500.00
PASSPORT VISA FEE	400.00	400.00	400.00	400.00
LEGAL RESEARCH FEE	120.00	110.00	110.00	110.00
SERVICE FEE	1,000.00	500.00	500.00	500.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00	1,000.00	0.00	0.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
FORM	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-CARD FEE	0.00	300.00	300.00	300.00
EXTENSION FEE	5,195.00	5,195.00	5,195.00	5,195.00
TOTAL FEES (REGULAR)	1,800.00	1,800.00	1,800.00	1,800.00
EXPRESS	17,865.00	14,655.00	13,905.00	13,405.00
TOTAL FEES (EXPRESS)	4,500.00	4,500.00	4,500.00	4,500.00

9G COMMERCIAL (3 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	6,000.00	3,000.00	1,000.00	500.00
CHANGE/STATUS	600.00	600.00	3,000.00	3,000.00
HEAD TAX	250.00	250.00	600.00	600.00
IMPLEMENTATION FEE	2,000.00	500.00	500.00	500.00
PASSPORT VISA FEE	600.00	600.00	600.00	600.00
LEGAL RESEARCH FEE	160.00	150.00	150.00	150.00
SERVICE FEE	1,500.00	1,000.00	1,000.00	1,000.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00	1,000.00	0.00	0.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
FORM	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-CARD FEE	0.00	600.00	600.00	600.00
EXTENSION FEE	7,788.00	7,792.50	7,779.00	7,779.00
TOTAL FEES (REGULAR)	3,600.00	3,600.00	3,600.00	3,600.00
EXPRESS	25,498.00	21,092.50	20,829.00	20,329.00
TOTAL FEES (EXPRESS)	6,500.00	6,500.00	6,500.00	6,500.00



Conversion to Pre-arranged Employment (Non- Commercial) Visa – Section 9(G)

A non-immigrant visa granted an alien (foreign national) coming to prearranged employment for whom the issuance of a visa has been authorized in accordance with section twenty of this Act, and his wife, and his unmarried children under twenty-one years of age, if accompanying him or if following to join him within a period of six months from the date of his admission into the Philippines as a nonimmigrant under this paragraph. An alien who is admitted as a nonimmigrant cannot remain in the Philippines permanently. To obtain permanent admission, a nonimmigrant alien must depart voluntarily to some foreign country and procure from the appropriate Philippine consul the proper visa and thereafter undergo examination by the officers of the Bureau of Immigration at a Philippine port of entry for determination of his admissibility in accordance with the requirements.

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	<p>Foreign nationals who seek employment in non-commercial trade in the Philippine and their spouse and dependent children</p> <p><u>Exempted from hearing:</u> Foreign nationals employed and duly endorsed by non-stock, non-profit religious organizations with Memorandum of Agreement with the BI [e.g. the Catholic Bishops Conference of the Philippines (CBCP), Philippine Council of Evangelical Churches (PCEC), Global Evangelical Mission Council Inc. (GEMC), The Church of Jesus Christ of Latter-day Saints (LDS), United Korean Association (UKA)]</p>
CHECKLIST OF REQUIREMENTS	
A. PRINCIPAL <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Certificate of appointment or assignment of applicant 4) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 5) Original or certified true copy of Quarantine Medical 	WHERE TO SECURE



<p>Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>6) BI Clearance Certificate</p> <p>B. PETITIONER:</p> <ol style="list-style-type: none"> 1) Securities and Exchange Commission (SEC) Certificate of registration 2) Articles of Incorporation 3) General Information Sheet for the current year, stamped received by SEC <p>C. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3) Proof of relationship with the principal, such as marriage or birth certificate 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 5) BI Clearance Certificate <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page and latest admission with valid stay 	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and	To review completeness of application	5-20 mins per applicati	Public Information and	Ground Floor, BI Main



		documentary requirements	form and documentary requirements.	on	Assistance Unit (PIAU)	Office Building
			To sign Checklist of Requirements .			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear	To conduct	5-30	Legal	4th



		during the hearing schedule indicated in the Official Receipt	hearing with applicant.	mins per application	Division	Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to	To release ACR I-Card to	2-5 mins per	ARD	Window 42, BI



		claim ACR I-Card	subject.	applicati on		Main Office Building
DURATION / PROCESS TIME	Express	15 days*	FEES	Please see chart below		
	Regular	20 days*				

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

9G MISSIONARY CONVERSION (3 YEARS)					
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age	16-20 Years Old
APPLICATION FEE	4,000.00	3,000.00	3,000.00	3,000.00	3,000.00
CHANGE/STATUS	600.00	600.00	600.00	600.00	600.00
HEAD TAX	250.00	250.00	0.00	0.00	250.00
IMPLEMENTATION FEE	1,000.00	500.00	500.00	500.00	500.00
PASSPORT VISA FEE	600.00	600.00	600.00	600.00	600.00
LEGAL RESEARCH FEE	140.00	130.00	130.00	130.00	130.00
SERVICE FEE	1,500.00	1,000.00	1,000.00	1,000.00	1,000.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00	1,000.00	1,000.00	0.00	1,000.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00	500.00
FORM	100.00	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-CARD FEE	7,774.50	7,774.50	7,774.50	7,774.50	7,774.50
EXTENSION FEE	1,000.00	600.00	600.00	600.00	600.00
TOTAL FEES (REGULAR)	19,864.50	17,454.50	17,204.50	16,704.50	17,454.50
EXPRESS	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
TOTAL FEES (EXPRESS)	26,364.50	23,954.50	23,704.50	23,204.50	23,954.50

9G MISSIONARY CONVERSION - PCEC (2 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	2,000.00	1,000.00	600.00	600.00
CHANGE/STATUS	600.00	600.00	250.00	250.00
HEAD TAX	250.00	250.00	N/A	N/A
IMPLEMENTATION FEE	1,000.00	500.00	500.00	500.00
PASSPORT VISA FEE	400.00	400.00	400.00	400.00
LEGAL RESEARCH FEE	110.00	100.00	100.00	100.00



SERVICE FEE	1,000.00	500.00	500.00	500.00
ALIEN CERTIFICATE OF REGISTRATION	1,000.00	1,000.00	1,000.00	1,000.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
FORM	100.00	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00	1,400.00
ACR I-CARD FEE	500.00	300.00	5,183.00	5,183.00
EXTENSION FEE	5,183.00	5,183.00	300.00	300.00
TOTAL FEES (REGULAR)	14,043.00	11,833.00	11,083.00	11,083.00
EXPRESS	4,000.00	4,000.00	4,000.00	4,000.00
TOTAL FEES (EXPRESS)	18,043.00	15,183.00	15,083.00	15,083.00

9G MISSIONARY CONVERSION – CBCP (PRINCIPAL ONLY)			
Assessed Items	1 YEAR	2 YEARS	3 YEARS
APPLICATION FEE	2,000.00	2,000.00	4,000.00
CHANGE/STATUS	600.00	600.00	600.00
HEAD TAX	250.00	250.00	250.00
IMPLEMENTATION FEE	1,000.00	1,000.00	1,000.00
PASSPORT VISA FEE	200.00	400.00	600.00
LEGAL RESEARCH FEE	80.00	110.00	140.00
SERVICE FEE	500.00	1,000.00	1,500.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00	1,000.00	1,000.00
CERTIFICATE FEE	500.00	500.00	500.00
FORM	100.00	100.00	100.00
CRPE	1,400.00	1,400.00	1,400.00
ACR I-CARD FEE	N/A	500.00	1,000.00
EXTENSION FEE	2,596.00	5,192.00	7,788.00
TOTAL FEES (REGULAR)	10,226.00	14,052.00	19,778.00
EXPRESS	2,500.00	4,000.00	6,500.00
TOTAL FEES (EXPRESS)	12,726.00	18,052.00	26,278.00



Tourist Visa Extension- 1 & 2 Months/Visa Waiver

Extension of tourist visa for one or two months/ visa waiver

Office or Division	Immigration Regulation Division – Tourist Visa Section	
Classification	G2C - Government to Citizen	
Type of Transaction	Simple	
Who may avail	Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories:	
	CATEGORY WITH AUTHORIZED STAY	EXTENSION/S ALLOWED
	A. <i>For holders of British National Overseas (BNO) passports: FSC 122-11 9(a); 7 Days</i>	1) Initial extension of 7 days 2) Second extension of 38 days visa waiver
	B. <i>For holders of Portuguese-Macao passports: Tourist Visa under Section 9(A); 7 Days</i>	3) Monthly or every 2 months extension thereafter
	C. <i>For holders of PROC passports with AJACS Visa: MCL-09-006; 7 Days</i>	Allowed to extend only for 14 days
	D. <i>For holders of Hong Kong SAR passports: FSC 125-10; 14 Days</i>	1) Initial extension of 7 days 2) Second extension of 38 days visa waiver
	E. <i>For holders of Macau SAR passports: FSC 122-11; 14 Days</i>	3) Monthly or every 2 months extension thereafter
	F. <i>For holders of Indian passports with AJACSSUK Visa: FSC 36-10; 14 days</i>	Allowed to extend only for 7 days
	G. <i>Executive Order No. 408 (EO408); 30 Days</i>	1) Initial extension of 29 days visa waiver 2) Extendible monthly or every 2 months thereafter



	H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP	Extendible monthly or every 2 months
	I. Tourist Visa under Section 9(A); 60 Days for APEC Business Travel Card (ABTC) holders	Extendible monthly or two (2) months per Immigration Operations Order No. SBM-2013-030
	J. <i>For holders of Brazilian passports:</i> Tourist Visa under Section 9(A); 59 Days	1) Initial extension of 31 days 2) Extendible monthly or every 2 months thereafter
	K. <i>For holders of Gibraltarian or Israeli passports:</i> Tourist Visa under Section 9(A); 59 Days	Extendible monthly or every 2 months
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Accomplished Tourist Visa Extension Form available at the Public Information and Assistance Counter or may be downloaded at BI website www.immigration.gov.ph Original passport of the applicant 2. Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable <p>Additional Requirements if request is filed through a Representative:</p> <ol style="list-style-type: none"> 1. Authorization Letter or Special Power of Attorney (SPA); and 2. One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent 		



Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1		To secure the Visa Application Form	To provide applicant with a checklist of requirements, application forms and general information to the transacting public.	2 mins	Public Information Assistance Unit	Ground Floor Lobby, BI Main Office
2		To submit the completely filled-out application form, original passport and other supporting documents	To review the application form for completeness and correct attachments	5 mins	TVS Assessor	Window 32-34, Ground Floor, BI Main Office
			<i>With derogatory hit:</i> To advise applicant to proceed to the certification and clearance section for processing of appropriate derogatory clearance.	15 mins		
			<i>Without derogatory hit:</i> To issue BI Clearance Certificate and Order of Payment Slip	10 mins		



			and advise applicant to pay fees.			
			Issue Order of Payment Slip			
			Issue conformity sheet and require the applicant to affix his name and signature thereon	3 mins		
3		To submit Order of Payment Slip and pay corresponding fees.	Issue official receipt	5 mins	Cashier	Window 26-28, Ground Floor, BI Main Office
4		To wait for name to be called.	Review correctness visa implementation. To generate TVS Visa Sticker and affix the same in the passport.	5 mins	Approving Officer Implementation Officer	Window 30
5		To present Official Receipts, BI clearance certificate and conformity sheet	To release the passport with visa implementation.	3 mins	TVS Admin Staff	Window 30
DURATION / PROCESS TIME		Express	1 hour	FEES	Please see chart below	
		Regular	72 hours			



Fees

ITEM DESCRIPTION	AMOUNT
Visa Waiver	500.00
Visa Waiver Application Fee	1,000.00
Certification Fee	500.00
Visa Sticker Fee	100.00
Legal Research Fee (LRF) for each immigration fee except Head Tax and Fines	30.00
Express Fee	1,000.00
Total	3,130.00

Note: Additional fees for overstaying tourists

- Visa Waiver Fine (Additional P500) per month
- Motion for Reconsideration (Additional P500)
- Legal Research Fee (LRF) of Php10 for MR

TOURIST VISA EXTENSION AFTER 59 DAYS

Non-Visa Required Nationals

ITEM DESCRIPTION	MINOR		14-15 YEARS OLD		ADULT (16 YEARS OLD AND ABOVE)	
	1 month	2 months	1 month	2 months	1 month	2 months
Every month of extension	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Application Fee	300.00	300.00	300.00	300.00	300.00	300.00
Alien Certificate of Registration Fee (ACR)	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
Head Tax (16 years old - above)					250.00	250.00
Express Fee	500.00	500.00	500.00	500.00	500.00	500.00
Emigration Clearance Certificate(ECC)/ Certificate of Exemption Fee (CE)	200.00	200.00	700.00	700.00	700.00	700.00
Legal Research Fee (LRF) for each immigration fee except for Head Tax and Fines	50.00	50.00	50.00	50.00	50.00	50.00
Visa Sticker Fee	100.00	100.00	100.00	100.00	100.00	100.00



Total (for Extension)	2,150.00	2,650.00	3,150.00	3,650.00	3,400.00	3,900.00
Certificate Fee	500.00	500.00	500.00	500.00	500.00	500.00
Express Fee (for Certificate)	500.00	500.00	500.00	500.00	500.00	500.00
Legal Research Fee (for certificate)	10.00	10.00	10.00	10.00	10.00	10.00
Total (for Certificate)	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00
ACR I-Card for Tourist	US\$50.00	US\$50.00	US\$50.00	US\$50.00	US\$50.00	US\$50.00
Express Fee (for I-Card)	500.00	500.00	500.00	500.00	500.00	500.00
Grand Total	3,160.00	3,660.00	4,160.00	4,660.00	4,410.00	4,910.00

Note: Add \$50 or the equivalent peso rate to the Grand Total for ACR I-Card

Additional fees for overstaying tourists:

- Monthly Extension Fine (Additional P500) per month
- Motion for Reconsideration (Additional P500)
- Legal Research Fee (LRF) of P 10 for MR
- Re-issuance of ACR is for the 2nd entry in the country thereafter collected every after 59 days of stay (P250)

Visa Required Nationals

ITEM DESCRIPTION	MINOR		14-15 YEARS OLD		ADULT (16 YEARS OLD AND ABOVE)	
	1 month	2 months	1 month	2 months	1 month	2 months
Every month of extension	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Application Fee	300.00	600.00	300.00	600.00	300.00	600.00
Alien Certificate of Registration Fee (ACR)	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
Head Tax (16 years old - above)					250.00	250.00
Express Fee	500.00	1,000.00	500.00	1,000.00	500.00	1,000.00
Emigration Clearance Certificate (ECC)/ Certificate of Exemption Fee (CE)	200.00	200.00	700.00	700.00	700.00	700.00
Legal Research Fee (LRF) for each immigration fee except for Head Tax and Fines	40.00	40.00	40.00	40.00	40.00	40.00
Visa Sticker Fee	100.00	100.00	100.00	100.00	100.00	100.00
Total (for Extension)	2,140.00	3,440.00	3,140.00	4,440.00	3,390.00	4,690.00
Certificate Fee	500.00	500.00	500.00	500.00	500.00	500.00
Express Fee (for Certificate)	500.00	500.00	500.00	500.00	500.00	500.00
Legal Research Fee (for	10.00	10.00	10.00	10.00	10.00	10.00



Certificate)						
Total (for Certificate)	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00	1,010.00
ACR I-Card for Tourist	US\$50.00	US\$50.00	US\$50.00	US\$50.00	US\$50.00	US\$50.00
Express Fee (for I-Card)	500.00	500.00	500.00	500.00	500.00	500.00
Grand Total	3,150.00	4,450.00	4,150.00	5,450.00	4,400.00	5,700.00

Note: Add \$50 or the equivalent peso rate to the Grand Total for ACR I-

Card Additional fees for overstaying tourists:

- Monthly Extension Fine (Additional P500) per month
- Motion for Reconsideration (Additional P500)
- Legal Research Fee (LRF) of P 10 for MR
- Re-issuance of ACR is for the 2nd entry in the country thereafter collected every after 59 days of stay (P250)

Macau-Portuguese/Hong Kong British National Overseas (BNO) Passports (7 days initial admission)

ITEM DESCRIPTION	AMOUNT
First Extension	500.00
Application Fee	300.00
Express Fee	500.00
Visa Sticker Fee	100.00
Legal Research Fee (LRF)	20.00
TOTAL	1,420.00
Certification Fee	500.00
Express Fee (for Certificate)	500.00
Legal Research Fee (for Certificate)	10.00
TOTAL	1,010.00
GRAND TOTAL	2,430.00

Note: After the first extension, apply for Visa Waiver

Hong Kong SAR Passport (14 days initial admission)

ITEM DESCRIPTION	AMOUNT
First Extension	500.00
Application Fee	300.00
Express Fee	500.00
Visa Sticker Fee	100.00
Legal Research Fee (LRF)	20.00
TOTAL	1,420.00
Certification Fee	500.00
Express Fee (for Certificate)	500.00
Legal Research Fee (for Certificate)	10.00
TOTAL	1,010.00
GRAND TOTAL	2,430.00

Note: After the first extension, apply for Visa Waiver



Tourist Visa Extension- More Than Six (6) Months

Extension of tourist visa for more than six months but not more than 12 months

Office or Division	Immigration Regulation Division – Tourist Visa Section
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	<p>Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories:</p> <ul style="list-style-type: none"> A. <i>For holders of British National Overseas (BNO) passports:</i> FSC 122-11 9(a); 7 Days B. <i>For holders of Portuguese-Macao passports:</i> Tourist Visa under Section 9(A); 7 Days C. <i>For holders of PROC passports with AJACS Visa:</i> MCL-09-006; 7 Days D. <i>For holders of Hong Kong SAR passports:</i> FSC 125-10; 14 Days E. <i>For holders of Macau SAR passports:</i> FSC 122-11; 14 Days F. <i>For holders of Indian passports with AJACSSUK Visa:</i> FSC 36-10; 14 days G. Executive Order No. 408 (EO408); 30 Days H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP I. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP J. <i>For holders of Brazilian passports:</i> Tourist Visa under Section 9(A); 59 Days K. <i>For holders of Gibraltar or Israeli passports:</i> Tourist Visa under Section 9(A); 59 Days
CHECKLIST OF REQUIREMENTS	
<ol style="list-style-type: none"> 1) Accomplished Tourist Visa Extension Form available at Window 31 or may be downloaded at BI website www.immigration.gov.ph 2) Notarized affidavit of overstaying / explanation 3) Original passport of the applicant 4) Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable. 5) Marriage Certificate if applicant is married to a Filipino 	WHERE TO SECURE



6) Birth Certificate if applicant is a child (NATIVE BORN)	
Additional Requirements if request is filed through a Representative: 1) Authorization Letter or Special Power of Attorney (SPA); and 2) One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent	

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1		To secure the Visa Application Form	To provide applicant with a checklist of requirements, application forms and general information to the transacting public.	5 mins	Pubic Information Assistance Unit	Ground Floor Lobby, BI Main Office
2		To submit the completely filled-out application form, original passport and other supporting documents	To review the application form for completeness and correct attachments	5 mins	TVS Admin Staff	Window 31, Ground Floor, BI Main Office
			<i>With derogatory hit:</i> To advise applicant to proceed to the certification and clearance section for	15 mins	TVS Assessor	Window 23-25, Ground Floor, BI Main Office



			processing of appropriate derogatory clearance.			
			<i>Without derogatory hit:</i> To issue BI Clearance Certificate		Assessor	Window 23-25, Ground Floor, BI Main Office
			To encode applicant's information in the Data Routing and Tracking System and release claim slip to the applicant	10 mins		
			Evaluation of the application and draft order of approval / disapproval	6 days 20 mins	TVS Chief Admin Staff	
3			To forward recommendatory letter to the Legal Division Evaluation of the Application by the Legal Division	4 days	TVS Admin Staff Legal Division	Room 420, 4 th Floor, BI Main Office
4		To present receiving copy of tourist visa extension application and claim slip	To issue Order of Payment Slip	20 mins		Window 31, Ground Floor, BI Main Office
5		To submit	Issue official	5 mins	Cashier	Window



		Order of Payment Slip and pay fees.	receipt			26-28, Ground Floor, BI Main Office
6		To submit the Official Receipts for Miscellaneous Fees	To implement approved visa	15 mins	Implementing Officer	Window 31, Ground Floor, BI Main Office
			To review correctness of visa and order implementation To release passport with approved accomplished order	15 mins	Approving Officer Administrative Staff	
DURATION / PROCESS TIME		Express		10 working days		
FEES		Php 510.00 - Motion for Reconsideration Php500.00 - Monthly Extension Fine *For every month or fraction thereof Php 5000.00 - Administrative fine <i>*For every year or a fraction thereof, an Administrative Fine of ₱ 5,000.00 is imposed; however, those admitted under RA 6768 or "Balikbayan" are exempted.</i> As per order - Immigration Arrears As per order - Miscellaneous Fees				

Note: Pursuant to Memorandum Order No. ADD-02-038, all temporary visitors under Section 9(a) of the Philippine Immigration Act of 1940, as amended, who file their applications for extension after their respective authorized stays have expired and secured the requisite approval thereon shall be assessed all fees under the express lane.



Tourist Visa Extension- More Than 12 Months or Maximum Allowable Extension

Extension of tourist visa for more than six months but not more than 12 months

Office or Division	Immigration Regulation Division – Tourist Visa Section	
Classification	G2C - Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	<p>Foreign nationals who entered the Philippines as temporary visitors / tourists under any of the following categories:</p> <ul style="list-style-type: none"> A. <i>For holders of British National Overseas (BNO) passports:</i> FSC 122-11 9(a); 7 Days B. <i>For holders of Portuguese-Macao passports:</i> Tourist Visa under Section 9(A); 7 Days C. <i>For holders of PROC passports with AJACS Visa:</i> MCL-09-006; 7 Days D. <i>For holders of Hong Kong SAR passports:</i> FSC 125-10; 14 Days E. <i>For holders of Macau SAR passports:</i> FSC 122-11; 14 Days F. <i>For holders of Indian passports with AJACSSUK Visa:</i> FSC 36-10; 14 days G. Executive Order No. 408 (EO408); 30 Days H. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP I. Tourist Visa under Section 9(A) visa; dependent on authorized stay issued by the FSP J. <i>For holders of Brazilian passports:</i> Tourist Visa under Section 9(A); 59 Days K. <i>For holders of Gibraltar or Israeli passports:</i> Tourist Visa under Section 9(A); 59 Days 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1) Accomplished Tourist Visa Extension Form available at Window 31 or may be downloaded at BI website www.immigration.gov.ph 2) Notarized affidavit of overstaying / explanation 3) Original passport of the applicant 4) Documentary requirements consist of photocopies of the bio page of the passport, entry visa, latest arrival stamp and latest visa extension, if applicable. 5) Marriage Certificate if applicant is married to a Filipino 		



6) Birth Certificate if applicant is a child (NATIVE BORN)	
Additional Requirements if request is filed through a Representative: 1) Authorization Letter or Special Power of Attorney (SPA); and 2) One (1) valid Identification Card of the representative; or Photocopy of BI Accreditation ID of the Travel Agent	

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1		To secure the Visa Application Form	To provide applicant with a checklist of requirements, application forms and general information to the transacting public.	5 mins	Public Information Assistance Unit	Ground Floor Lobby, BI Main Office
2		To submit the completely filled-out application form, original passport and other supporting documents	To review the application form for completeness and correct attachments	5 mins	TVS Admin Staff	Window 31, Ground Floor, BI Main Office
			<i>With derogatory hit:</i> To advise applicant to proceed to the certification and clearance section for processing of	15 mins	TVS Assessor	Window 23-25, Ground Floor, BI Main Office



			appropriate derogatory clearance.			
			<i>Without derogatory hit:</i> To issue BI Clearance Certificate		Assess-or	Window 23-25, Ground Floor, BI Main Office
			To encode applicant's information in the Data Routing and Tracking System and release claim slip to the applicant	10 mins		
			Evaluation of the application and draft order of approval / disapproval	6 days 20 mins	TVS Chief Admin Staff	
3			To forward recommendatory letter to the Legal Division	5 mins 10 days	TVS Admin Staff	Room 420, 4 th Floor, BI Main Office
			Evaluation of the Application by the Legal Division		Legal Division	
			To approve MR	4 days	Commissioner	
4		To present receiving copy of tourist visa extension application and claim slip	To issue Order of Payment Slip for immigration arrears	20 mins	TVS Admin Staff	Window 31, Ground Floor, BI Main Office



5		To submit Order of Payment Slip and pay fees.	Issue official receipt	5 mins	Cashier	Window 26-28, Ground Floor, BI Main Office
6		To submit OR for immigration arrears	To assess Miscellaneous fees	30 mins	TVS Admin Staff	Window 31, Ground Floor, BI Main Office
7		To submit Order of Payment Slip and pay fees.	Issue official receipt	5 mins	Cashier	Window 26-28, Ground Floor, BI Main Office
8		To submit the Official Receipts for Miscellaneous Fees	To implement approved visa	15 mins	Implementing Officer	Window 31, Ground Floor, BI Main Office
			To review correctness of visa and order implementation	15 mins	Approving Officer	
			To release passport with approved accomplished order	15 mins	Administrative Staff	
DURATION / PROCESS TIME		Express		20 working days		
FEES		Php 510.00 - Motion for Reconsideration Php500.00 - Monthly Extension Fine *For every month or fraction thereof Php 5000.00 - Administrative fine *For every year or a fraction thereof, an Administrative Fine of ₱ 5,000.00 is imposed; however, those admitted under RA 6768 or "Balikbayan" are exempted. As per order - Immigration Arrears				



	As per order - Miscellaneous Fees
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Note: Pursuant to Memorandum Order No. ADD-02-038, all temporary visitors under Section 9(a) of the Philippine Immigration Act of 1940, as amended, who file their applications for extension after their respective authorized stays have expired and secured the requisite approval thereon shall be assessed all fees under the express lane.

Extension of Treaty Traders'/ Treaty Investors' Visa 9 (D)

An extension of the previously granted to non-immigrant visa to an alien (foreign) businessman. An alien entitled to enter the Philippines under and in pursuance of the provisions of a treaty of commerce and navigation:

(1) solely to carry on substantial trade principally between the Philippines and the foreign state of which he is a national; or (2) solely to develop and direct the operations of an enterprise in which, in accordance with the Constitution and the laws of the Philippines he has invested or of an enterprise in which he is actively in the process of investing, a substantial amount of capital; and his wife, and his unmarried children under twenty-one years of age, if accompanying or following to join him, subject to the condition that citizens of the Philippines are accorded like privileges in the foreign state of which such alien is a national.

Office or Division	Legal Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	<p>Holders of Section 9(D) – Treaty Trader's / Treaty Investor's Visa</p> <p><u>Exempted from Hearing:</u> Foreign nationals employed by companies classified by the Securities and Exchange Commission as belonging to Top 1000 Corporations in the country</p>
CHECKLIST OF REQUIREMENTS	
A. PRINCIPAL <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, visa implementation, and latest admission 4) Renewed Contract of Employment 5) For Corporations or Partnerships, photocopy of General Information Sheet for the current year, stamped received by SEC 6) Original or certified true copy of Quarantine Medical 	
WHERE TO SECURE	



Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

- 7) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name
- 8) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1904, AEP with TIN)
- 9) BI Clearance Certificate

B. PETITIONER

1. Photocopy of petitioner's Taxpayer's Identification Number (TIN) or any document with petitioner's TIN
2. For Corporations or Partnerships, photocopies of the following:
 - a. Securities and Exchange Commission (SEC) Certificate of registration
 - b. Articles of Incorporation
 - c. General Information Sheet for the current year, stamped received by SEC
3. For Single Proprietorships, photocopies of the following:
 - a. Department of Trade and Industry's Certificate Registration of Business Name
4. Mayor's Permit

C. DEPENDENTS (one for each applicant-dependent)

- 1) Duly accomplished Consolidated General Application Form (CGAF)
- 2) Photocopy of passport biographical page, visa implementation, and latest admission
- 3) Proof of relationship with the principal, such as marriage or birth certificate
- 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
- 5) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name
- 6) BI Clearance Certificate

• FOR APPLICATIONS FILED THRU

REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID



II. ACR I-CARD APPLICATION (for each applicant)

- 1) Appropriate application form, duly accomplished
- 2) Photocopy of passport biographical page, visa implementation and latest admission with valid stay

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission	To submit	To encode all	CRU is	Central	Window



	to CRU	application to the Central Receiving for encoding of data	information in the application in BI's system	given days 5 for encoding and transmittal to Legal Div for hearing	Receiving Unit	s 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the	<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				



	publication of their application's disposition. [Result])					
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

Validity of Visa	Immigration Fees		
	Principal	Dependent	ACR I-Card (BSP Forex Rate)
One (1) Year	₱6,620.00	₱5,850.00	\$50.00
Two (2) Years	₱10,580.00	₱9,680.00	\$100.00



9D TREATY TRADERS EXTENSION (1 YEAR)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	1,000.00	500.00	500.00	500.00
EXTENSION FEE	1,800.00	1,800.00	1,800.00	1,800.00
IMPLEMENTATION FEE	500.00	300.00	300.00	300.00
PASSPORT VISA FEE	200.00	200.00	200.00	200.00
LEGAL RESEARCH FEE	50.00	50.00	50.00	50.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
ACR I-CARD FEE	2,597.50	2,597.50	2,597.50	2,597.50
TOTAL FEES (REGULAR)	6,647.50	5,947.50	5,947.50	5,947.50
EXPRESS	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL FEES (EXPRESS)	9,147.50	8,447.50	8,447.50	8,447.50

9D TREATY TRADERS EXTENSION (2 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	1,000.00	500.00	500.00	500.00
EXTENSION FEE	3,600.00	3,600.00	3,600.00	3,600.00
IMPLEMENTATION FEE	1,000.00	600.00	600.00	600.00
PASSPORT VISA FEE	400.00	400.00	400.00	400.00
LEGAL RESEARCH FEE	80.00	80.00	80.00	80.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
ACR I-CARD FEE	5,179.00	5,179.00	5,179.00	5,179.00
TOTAL FEES (REGULAR)	11,759.00	10,859.00	10,859.00	10,859.00
EXPRESS	4,500.00	4,000.00	4,000.00	4,000.00
TOTAL FEES (EXPRESS)	16,259.00	14,859.00	14,859.00	14,859.00



Extension of Student Visa Section 9 (F)

Extension of 9(f) Student Visa refers to increasing the duration of validity of the applicant's 9(f) Visa. An application for extension of student visa should be filed at the Student Visa Section at least one (1) month before the expiration of student visa. Applications for extension filed after the date of expiry of a 9(f) Student Visa will be penalized.

** A 9(f) Student Visa is issued as a matter of privilege and therefore, the Student Visa Section can require an applicant to present documents other than those listed below to justify the granting of an extension of their visa.*

** Concurrent with the application for Extension of Student Visa is an application for renewal of 9(f) ACR I-Card. This application is forwarded to the main office of the Bureau of Immigration for assessment, approval and final disposition by the Alien Registration Division.*

Office or Division	Immigration Regulation Division – Student Visa Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Complex	
Who may avail	All foreign nationals, at least 18 years of age, enrolled in a Bachelor degree course, Master's degree course, Doctorate degree course, Pre-Dentistry, Dentistry and Medicine program at a duly accredited learning institution, who possess a previously issued, valid student visa.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Joint letter request with the school letterhead and dry seal addressed to the Commissioner from the applicant and the authorized liaison of the petitioning school, stating that the applicant qualifies for the application 2. Duly accomplished CGAF for Student Visa and Special Study Permit; 3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay; 4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous, consecutive semesters; 5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer; 6. Commission on Higher Education (CHED) endorsement, in case of shifting of course, and/or transfer of school or to pursue an academic course of higher degree; 7. Photocopy of BI school accreditation ID of the registrar or the school representative; 8. BI Clearance Certificate; 9. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the		



countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014; and 10. NBI Clearance for pursuing a higher academic course (e.g. graduate of a 4-year bachelor's degree course to take up master's degree course or a graduate of a master's degree course to take up doctorate degree course).	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application form, and general information	10 mins	Receiving staff/officer	Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall Complex
2	Receive and review/ evaluate applications/ documentary requirements	To submit duly accomplished application form and supporting documents	To review completeness of application and eligibility of applicant To enter applicant's details in the system To issue Order of Payment Slip	3 days (Express) 3-7 days (Regular) 10 mins 10 mins	Evaluation Officer Data entry staff/officer Assessors	Window 2, SVS Civic Center Bldg, QC Hall Complex
3	Payment	To submit OPS and payment to the Cashier	To issue Official Receipt and claim stub	10 mins	Cashier	Window 1, SVS Civic Center Bldg, QC Hall Complex
4	Information	Applicant to	To process	10 mins	Data	Window



	capturing / Biometric information	appear for capturing of biometric information on scheduled date appearing in the Official Receipt	capturing of subject's biometric information (photograph and fingerprint)		capture staff/officer	5, SVS Civic Center Bldg, QC Hall Complex
5	Release of approved application	To submit claim stub	To implement duly approved visa on subject's passport To release passport with implemented visa and ACR I-Card	10 mins 5 mins	Implementors	Window 3, SVS Civic Center Bldg, QC Hall Complex
DURATION / PROCESS TIME		Express	3 days	FEES	PhP 7,030.00 plus ACR I-Card Fee of USD 50.00**	
		Regular	7 days		PhP 5,530.00 plus ACR I-Card Fee of USD 50.00**	



Extension of Pre-arranged Employment (Commercial) Visa – Section 9(G)

An extension of non-immigrant visa previously granted to an alien (foreign national) coming to prearranged employment for whom the issuance of a visa has been authorized in accordance with section twenty of this Act, and his wife, and his unmarried children under twenty-one years of age, if accompanying him or if following to join him within a period of six months from the date of his admission into the Philippines as a nonimmigrant under this paragraph. An alien who is admitted as a nonimmigrant cannot remain in the Philippines permanently. To obtain permanent admission, a nonimmigrant alien must depart voluntarily to some foreign country and procure from the appropriate Philippine consul the proper visa and thereafter undergo examination by the officers of the Bureau of Immigration at a Philippine port of entry for determination of his admissibility in accordance with the requirements.

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	<p>Holders of Section 9(G) Pre-Employment (Commercial) Visa</p> <p><u>Exempted from Hearing:</u> Foreign nationals employed by companies classified by the Securities and Exchange Commission as belonging to Top 1000 Corporations in the country</p>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. PRINCIPAL</p> <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner. 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of Employment Contract, Secretary's Certificate of Election, Appointment or Assignment of applicant or equivalent document 4) Photocopy of Photocopy of passport biographical page, visa implementation, and latest admission 5) Photocopy of Alien Employment Permit issued by the Department of Labor and Employment 6) Notarized certification of number of foreign and Filipino employees from the petitioning company(preferred format can be downloaded at the website); 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or 	



after June 2014.

- 8) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name
- 9) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1904, AEP with TIN)
- 10) BI Clearance Certificate

B. PETITIONER

- 1) Photocopy of petitioner's Taxpayer's Identification Number (TIN) or any document with petitioner's TIN
- 2) a) For Corporations or Partnerships, photocopies of the following:
 - Securities and Exchange Commission (SEC) Certificate of registration
 - Articles of Incorporation
 - General Information Sheet for the current -year, stamped received by SEC
- b) For Single Proprietorships, photocopies of the following:
 - Department of Trade and Industry's Certificate Registration of Business Name
 - Mayor's Permit

C. DEPENDENTS (one for each applicant-dependent)

- 1) Duly accomplished Consolidated General Application Form (CGAF)
- 2) Photocopy of passport biographical page, visa implementation, and latest admission
- 3) Proof of relationship with the petitioner such as marriage or birth certificate
- 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
- 5) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name
- 6) BI Clearance Certificate

- **FOR APPLICATIONS FILED THRU REPRESENTATIVE/S:** Special Power of Attorney or Photocopy of BI Accreditation ID

II. ACR I-CARD APPLICATION (for each applicant)

- 1) Appropriate application form, duly accomplished
- 2) Photocopy of passport biographical page, visa



implementation and latest admission 3) Photocopy of AEP.	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements.			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office



				transmittal to Legal Div for hearing		Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their application's disposition. [Result])	<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				



8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.



Validity of Visa	Immigration Fees		
	Principal	Dependent	ACR I-Card (BSP Forex Rate)
TOP 1000 CORPORATIONS			
One (1) Year	₱ 7,560.00	6,860.00	\$ 50.00
Two (2) Years	₱ 14,100.00	12,700.00	\$ 100.00
Three (3) Years	₱ 20,640.00	18,540.00	\$ 150.00
OTHER CORPORATIONS			
One (1) Year	₱ 7,060.00	6,360.00	\$ 50.00
Two (2) Years	₱ 13,100.00	11,700.00	\$ 100.00
Three (3) Years	₱ 19,140.00	17,040.00	\$ 150.00

9G COMMERCIAL (1 YEAR)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	1,000.00	500.00	500.00	500.00
EXTENSION FEE	1,800.00	1,800.00	1,800.00	1,800.00
IMPLEMENTATION FEE	500.00	300.00	300.00	300.00
PASSPORT VISA FEE	200.00	200.00	200.00	200.00
LEGAL RESEARCH FEE	60.00	60.00	60.00	60.00
SERVICE FEE	500.00	500.00	500.00	500.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
ACR I-CARD FEE	2,597.50	2,597.50	2,597.50	2,597.50
TOTAL FEES (REGULAR)	7,157.50	6,397.50	6,397.50	6,397.50
EXPRESS	2,500.00	2,500.00	2,500.00	2,500.00
TOTAL FEES (EXPRESS)	9,657.50	8,957.50	8,957.50	8,957.50

9G COMMERCIAL (2 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	2,000.00	1,000.00	1,000.00	1,000.00
EXTENSION FEE	3,600.00	3,600.00	3,600.00	3,600.00
IMPLEMENTATION FEE	1,000.00	600.00	600.00	600.00
PASSPORT VISA FEE	400.00	400.00	400.00	400.00
LEGAL RESEARCH FEE	100.00	100.00	100.00	100.00
SERVICE FEE	1,000.00	1,000.00	1,000.00	1,000.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
ACR I-CARD FEE	5,195.00	5,195.00	5,195.00	5,195.00
TOTAL FEES (REGULAR)	13,795.00	12,395.00	12,395.00	12,395.00



EXPRESS	4,500.00	4,500.00	4,500.00	4,500.00
TOTAL FEES (EXPRESS)	18,295.00	16,895.00	16,895.00	16,895.00

9G COMMERCIAL (3 YEARS)				
Assessed Items	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	3,000.00			
EXTENSION FEE	5,400.00			
IMPLEMENTATION FEE	1,500.00			
PASSPORT VISA FEE	600.00			
LEGAL RESEARCH FEE	140.00			
SERVICE FEE	1,500.00			
CERTIFICATE FEE	500.00			
ACR I-CARD FEE	7,792.50			
TOTAL FEES (REGULAR)	20,432.50			
EXPRESS	6,500.00			
TOTAL FEES (EXPRESS)	26,932.50			

Extension of Pre-arranged Employment (Non- Commercial) Visa – Section 9(G)

An extension of a non-immigrant visa granted an alien (foreign national) coming to prearranged employment for whom the issuance of a visa has been authorized in accordance with section twenty of this Act, and his wife, and his unmarried children under twenty-one years of age, if accompanying him or if following to join him within a period of six months from the date of his admission into the Philippines as a nonimmigrant under this paragraph. An alien who is admitted as a nonimmigrant cannot remain in the Philippines permanently. To obtain permanent admission, a nonimmigrant alien must depart voluntarily to some foreign country and procure from the appropriate Philippine consul the proper visa and thereafter undergo examination by the officers of the Bureau of Immigration at a Philippine port of entry for determination of his admissibility in accordance with the requirements.

Office or Division	Legal Division
Classification	G2C - Government to Citizen
Type of Transaction	Highly Technical
Who may avail	<p>Holders of Section 9(G) Pre-Employment (Non-Commercial) Visa</p> <p><u>Exempted from hearing:</u> Foreign nationals employed and duly endorsed by non-stock, non-profit religious organizations with Memorandum of Agreement with the BI [e.g. the Catholic Bishops Conference of the Philippines]</p>



	(CBCP), Philippine Council of Evangelical Churches (PCEC), Global Evangelical Mission Council Inc. (GEMC), The Church of Jesus Christ of Latter-day Saints (LDS), United Korean Association (UKA)]
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>A. PRINCIPAL</p> <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from the applicant and the petitioner 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Certificate of appointment or assignment of applicant 4) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 5) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 6) BI Clearance Certificate <p>B. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, visa implementation, and latest admission 3) Proof of relationship such as marriage or birth certificate 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 5) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name 6) BI Clearance Certificate <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 	



2) Photocopy of passport biographical page, visa implementation and latest admission	
3) Photocopy of AEP	

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office



				transmittal to Legal Div for hearing		Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their application's disposition. [Result])	<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				



8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

*subject to additional days as provided under RA 11032 or Ease of Doing Business Act

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

FEES TO BE PAID

VALIDITY OF VISA	IMMIGRATION FEES		
	PRINCIPAL	DEPENDENT	ACR I-CARD
A. FOR THOSE ENDORSED BY THE CBCP, PCEC, GEMCI, LDS, UKA			
2 YEARS	Php 7,980.00	Php 7,080.00	\$100.00
B. FOR THOSE ENDORSED BY OTHER ORGANIZATIONS			
1 YEAR	Php 5,250.00	Php 4,550.00	\$50.00



9G MISSIONARY EXTENSION - 1 YEAR		
ASSESSED ITEMS	PRINCIPAL	DEPENDENT - SPOUSE
APPLICATION FEE	1,000.00	500.00
IMPLEMENTATION FEE	500.00	300.00
PASSPORT VISA FEE	200.00	200.00
LEGAL RESEARCH FEE	50.00	50.00
SERVICE FEE	500.00	500.00
CERTIFICATE FEE	500.00	500.00
ACR I-CARD FEE	2,589.50	2,589.50
TOTAL FEES (REGULAR)	5,399.50	4,639.50
EXPRESS	2,500.00	2,500.00
TOTAL FEES (EXPRESS)	7,899.50	7,139.50

9G MISSIONARY EXTENSION - CBCP (PRINCIPAL ONLY)		
ASSESSED ITEMS	2 YEARS	3 YEARS
APPLICATION FEE	1,000.00	3,000.00
IMPLEMENTATION FEE	1,000.00	1,500.00
PASSPORT VISA FEE	400.00	600.00
LEGAL RESEARCH FEE	80.00	110.00
SERVICE FEE	1,000.00	1,500.00
CERTIFICATE FEE	500.00	500.00
ACR I-CARD FEE	5,195.00	7,767.00
TOTAL FEES (REGULAR)	9,175.00	14,977.00
EXPRESS	4,000.00	6,500.00
TOTAL FEES (EXPRESS)	13,175.00	21,477.00

9G MISSIONARY EXTENSION - PCEC (2 YEARS)				
ASSESSED ITEMS	Principal	Dependent - Spouse	Dependent – Below 16 years of age	Dependent – Below 14 years of age
APPLICATION FEE	1,000.00	500.00	500.00	500.00
IMPLEMENTATION FEE	1,000.00	600.00	600.00	600.00
PASSPORT VISA FEE	400.00	400.00	400.00	400.00
LEGAL RESEARCH FEE	80.00	80.00	80.00	80.00
SERVICE FEE	1,000.00	1,000.00	1,000.00	1,000.00
CERTIFICATE FEE	500.00	500.00	500.00	500.00
ACR I-CARD FEE	5,183.00	5,183.00	5,183.00	5,183.00
TOTAL FEES (REGULAR)	9,163.00	8,263.00	8,263.00	8,263.00
EXPRESS	4,000.00	4,000.00	4,000.00	4,000.00
TOTAL FEES (EXPRESS)	13,163.00	12,263.00	12,263.00	12,263.00



Conversion to Special Non-Immigrant Visa Under P.D. 1034 Offshore Banking Unit (OBU)

A visa granted to employees of Offshore Banking Units which is a branch, subsidiary or affiliate of a foreign banking corporation duly authorized by the Central Bank of the Philippines to transact offshore banking business in the Philippines.

Office or Division	Legal Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Offshore banking unit's foreign personnel and their dependents <u>Exemption from hearing:</u> All applicants are exempt from hearing.
CHECKLIST OF REQUIREMENTS	
A. PRINCIPAL 1) Joint letter request addressed to the Commissioner from applicant and responsible officer of the petitioning company 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 5) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1904, AEP with TIN) 6) BI Clearance Certificate B. PETITIONER 1) Certification by a responsible officer of the petitioning company stating that the person who seeks entry in the Philippines is an employee of the foreign bank and will work exclusively for the petitioner's OBU; and the applicant undertakes to withhold and remit Bureau of Internal Revenue (BIR) taxes due on all his/her income; 2) Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation, and General Information Sheet for the current year stamped received by the SEC;	
WHERE TO SECURE	



<p>C. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3) Proof of relationship with principal, such as marriage or birth certificate 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 5) BI Clearance Certificate <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page, latest admission with valid stay 	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17



						and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per applicati on	Cash Section	Window s 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encodin g and transmitt al to Legal Div for hearing	Central Receiving Unit	Window s 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per applicati on	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per applicati on	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric	To process capturing of subject's biometric information (photograph	2-5 mins per applicati on	ARD	Window 44, Ground Floor, BI Main Office



		information after hearing.	and fingerprint).			Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

1. Fees are NOT under the jurisdiction of LD.

2. Timeline of LD's transaction shall be counted from the date of interview as it is only after interview that an applicant is deemed to have completed his application. For applications without hearing, timeline shall be counted from the time of the schedule photo and biometric capturing.

3. Timeline for specific steps: LD can only provide timeline under its jurisdiction. Thus, timelines for CRU, FMD, ARD, and OBS are left blank for their inputs.



Conversion to Special Non-Immigrant Visa Under E.O. 226 As Amended by R.A. 8756

A visa issued pursuant to Book III, Article 60 of Executive Order No. 226, as amended by RA 8756, to foreign personnel, their spouses and unmarried children below the age of 21, of regional or area headquarters of multinational companies.

Office or Division	Legal Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Regional or Area Headquarters and Regional Operating Headquarters of Multinational Companies' foreign personnel and their dependents <u>Exemption from hearing:</u> All applicants are exempt from hearing.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. PRINCIPAL <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner from applicant and responsible officer of the petitioning company 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) Certification by a responsible officer of the petitioner/company that: <ol style="list-style-type: none"> a) The person in whose favor the visa is being requested is an executive of the applicant's company and will work exclusively for the petitioner's Regional Headquarters (ROHQ) or Regional Operating Headquarters which is duly licensed to operate; b) The applicant will receive a salary and will be paid by the RHQ or ROHQ in the Philippines in an amount equivalent to at least Twelve Thousand United States Dollars (US\$12,000.00) or equivalent in other foreign currencies per annum 5) Comprehensive bio-data or Curriculum Vitae (CV), specifying, among others, applicant's educational attainment, work experiences and trainings 6) Securities and Exchange Commission (SEC) Certificate of Registration, Articles of Incorporation, and General 	



Information Sheet for the current year stamped received by the SEC

- 7) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
- 8) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)
- 9) BI Clearance Certificate

B. DEPENDENTS (one for each applicant-dependent)

- 1) Duly accomplished Consolidated General Application Form (CGAF)
- 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay;
- 3) Proof of relationship with the petitioner such as marriage or birth certificate issued by the PSA
- 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.
- 5) BI Clearance Certificate

- **FOR APPLICATIONS FILED THRU REPRESENTATIVE/S:** Special Power of Attorney or Photocopy of BI Accreditation ID

II. ACR I-CARD APPLICATION (for each applicant)

- 1) Appropriate application form
- 2) Photocopy of passport biographical page and latest admission with valid stay



Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building



5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented			



			visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

**subject to additional days as provided under RA 11032 or Ease of Doing Business Act*

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

FEES TO BE PAID

PRINCIPAL	PhP 5,530.00
DEPENDENT	PhP 4,530.50

ASSESSED ITEMS	PRINCIPAL	DEPENDENT
APPLICATION FEE	2,000.00	1,000.00
IMPLEMENTATION FEE	1,000.00	1,000.00
LEGAL RESEARCH FEE	30.00	30.00
CERTIFICATE FEE	500.00	500.00
TOTAL FEES (REGULAR)	3,530.00	2,530.00
EXPRESS	2,000.00	2,000.00
TOTAL FEES (EXPRESS)	5,530.00	4,530.00



Conversion to Special Non-Immigrant Visa Under Executive Order No. 758

A special visa issued to qualified non-immigrant foreigner who actually employs at least 10 Filipinos in a lawful and sustainable enterprise, trade, or industry.

Office or Division	Legal Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Foreign nationals employing at least ten (10) Filipinos, and their dependents
CHECKLIST OF REQUIREMENTS	
A. PRINCIPAL <ol style="list-style-type: none"> 1) Letter request addressed to the Commissioner from the applicant with statements that the applicant undertakes the generation of employment of at least ten (10) full time Filipino employees on a regular basis; and/or in case of rehabilitation, applicant's investment, intended for rehabilitation of a business activity or investment will enable the retention of at least ten (10) Filipino employees on a regular basis, and without said investment, existing employees would suffer loss of employment. 2) Duly accomplished Consolidated General Application Form (CGAF) 3) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 4) DOLE Certification that the applicant's business activity, investment, or enterprise has employed at least ten (10) Filipino employees on a regular basis 5) National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines 6) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014; and 7) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN) 8) BI Clearance Certificate 	
B. PETITIONER <ol style="list-style-type: none"> 1) DOLE Certification that the applicant's business activity, 	
WHERE TO SECURE	



<p>investment, or enterprise has employed at least ten (10) Filipino employees on a regular basis</p> <p>2) Sworn statement by the applicant certifying:</p> <ul style="list-style-type: none"> • The names and addresses of the Filipinos employed by him/her; • That he/she undertakes to pay PhilHealth and SSS contributions; • That no employee is receiving salary below the minimum wage; <p>3) For Corporations or Partnerships, photocopies of the following:</p> <ul style="list-style-type: none"> • Securities and Exchange Commission (SEC) Certificate of Registration • Articles of Incorporation • General Information Sheet for the current year, stamped received by SEC <p>For Single Proprietorships, photocopies of the following:</p> <ul style="list-style-type: none"> • Department of Trade and Industry's Certificate Registration of Business Name • Mayor's Permit <p>C. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Duly accomplished Consolidated General Application Form (CGAF) 2) Photocopy of passport biographical page, entry visa (if applicable), latest admission and updated temporary visitor's visa/ valid authorized stay; 3) Proof of relationship with the petitioner, such as marriage or birth certificate issued by the PSA 4) Valid National Bureau of Investigation (NBI) Clearance valid for six (6) months, if application is filed six (6) months or more from the date of first arrival in the Philippines (for children 15 years or more) 5) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 6) BI Clearance Certificate <ul style="list-style-type: none"> • FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID <p>II. ACR I-CARD APPLICATION (for each applicant)</p>	
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1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page and latest admission with valid stay	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of	To encode all information in the application in BI's system	CRU is given days 5 for encoding	Central Receiving Unit	Windows 20, Ground Floor, BI Main



		data		g and transmittal to Legal Div for hearing		Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
		<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI



			passport.			Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

**subject to additional days as provided under RA 11032 or Ease of Doing Business Act*

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

SVEG INDEFINITE (5 YEARS)		
ASSESSED ITEMS	PRINCIPAL	DEPENDENT – SPOUSE
APPLICATION FEE	10,000.00	10,000.00
CHANGE/STATUS	600.00	600.00
HEAD TAX	250.00	250.00
IMPLEMENTATION FEE	10,000.00	10,000.00
PASSPORT VISA FEE	200.00	200.00
LEGAL RESEARCH FEE	90.00	80.00
SERVICE FEE	200.00	200.00
ALIEN CERTIFICATE OF REGISTRATION (ADULT)	1,000.00	1,000.00
CERTIFICATE FEE	1,000.00	1,000.00
ACR FORM	50.00	50.00
ICR FORM	50.00	50.00
IMMIGRANT CERTIFICATE OF RESIDENCE	1,400.00	1,400.00
ACR I-CARD FEE	12,947.00	12,947.00
TOTAL FEES (REGULAR)	37,787.50	37,777.50
EXPRESS	4,500.00	4,500.00
TOTAL FEES (EXPRESS)	42,287.50	42,277.50



Extension of Special Non-Immigrant Visa Under P.D. 1034 Offshore Banking Unit (OBU)

A visa granted to employees of Offshore Banking Units which is a branch, subsidiary or affiliate of a foreign banking corporation duly authorized by the Central Bank of the Philippines to transact offshore banking business in the Philippines.

Banking business in the Philippines:

Office or Division	Legal Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Holders of Special Non-immigrant Visa under PD 1034 (OBU) Exemption from hearing: All applicants are exempt from hearing.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. PRINCIPAL	
1) Joint letter request addressed to the Commissioner from applicant and responsible officer of the petitioning company;	
2) Duly accomplished Consolidated General Application Form (CGAF)	
3) Photocopy of passport biographical page, visa implementation, and latest admission	
4) Sworn Certification by a responsible officer of the OBU stating that the authority to operate as an OBU is valid and subsisting, the personnel concerned has been paid compensation in the Philippines from the date of original admission, and the tax due thereon has been withheld and paid to the BIR	
5) Proof of payment of the income taxes withheld by the OBU	
6) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.	
7) Photocopy of the conversion order or ACR I-Card with petitioner's name; and	
8) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1902, 1904, AEP with TIN)	
9) BI Clearance Certificate	
B. DEPENDENTS (one for each applicant-dependent)	
1) Duly accomplished Consolidated General Application Form (CGAF)	
2) Photocopy of passport biographical page, visa	



<p>implementation, and latest admission</p> <p>3) Proof of relationship with the Principal such as marriage or birth certificate issued by the PSA</p> <p>4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.</p> <p>5) Photocopy of the conversion order or ACR I-Card with petitioner's name</p> <p>6) BI Clearance Certificate</p> <p>• FOR APPLICATIONS FILED THRU REPRESENTATIVE/S: Special Power of Attorney or Photocopy of BI Accreditation ID</p> <p>II. ACR I-CARD APPLICATION (for each applicant)</p> <p>1) Appropriate application form, duly accomplished</p> <p>2) Original ACR I-Card</p>	
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office



						Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central Receiving for encoding of data	To encode all information in the application in BI's system	CRU is given days 5 for encoding and transmittal to Legal Div for hearing	Central Receiving Unit	Windows 20, Ground Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
	(Only cases of Amendment	<i>Note: Only applicants 4 years and</i>				



	of ACR I-Card details requiring recapturing of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their application's disposition. [Result])	<i>above will undergo biometrics information capturing</i>				
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building



DURATION / PROCESS TIME	Express	15 days*	FEES	Please see chart below
	Regular	20 days*		

1. Fees are NOT under the jurisdiction of LD.
2. Timeline of LD's transaction shall be counted from the date of interview as it is only after interview that an applicant is deemed to have completed his application. For applications without hearing, timeline shall be counted from the time of the schedule photo and biometric capturing.
3. Timeline for specific steps: LD can only provide timeline under its jurisdiction. Thus, timelines for CRU, FMD, ARD, and OBS are left blank for their inputs.

Extension of Special Non-Immigrant Visa Under E.O. 226 As Amended by R.A. 8756

Extension of a visa issued pursuant to Book III, Article 60 of Executive Order No. 226, as amended by RA 8756, to foreign personnel, their spouses and unmarried children below the age of 21, of regional or area headquarters of multinational companies.

Office or Division	Legal Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Holders of Special Non-Immigrant Visa under EO 226, as amended by RA 8756 or Regional or Area Headquarters and Regional Operating Headquarters of Multinational Companies <u>Exemption from hearing:</u> All applicants are exempt from hearing.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. PRINCIPAL <ol style="list-style-type: none"> 1) Joint letter request addressed to the Commissioner for the extension of Special Non-Immigrant Visa by applicant and responsible officer of the Area or Regional Headquarters (A/RHQ) or Regional Operating Headquarters (ROHQ) 2) Duly accomplished Consolidated General Application Form (CGAF) for non-immigrant 3) Photocopy of passport biographical page, visa implementation and latest admission 4) Certification by a responsible officer of the petitioner/company that: <ol style="list-style-type: none"> a. The person in whose favor the visa is being requested is an executive of the applicant's company and will work exclusively for the petitioner's Regional Headquarters (RHQ) or Regional Operating Headquarters which is duly licensed to operate; b. The applicant will receive a salary and will be paid by the RHQ or ROHQ in the Philippines in an amount equivalent to at least Twelve Thousand United States 	



<p>Dollars (US\$12,000.00) or equivalent in other foreign currencies per annum</p> <ol style="list-style-type: none"> 5) General Information Sheet for the current year stamped received by the Securities Exchange Commission 6) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 7) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name; and 8) Photocopy of Taxpayer's Identification Number (TIN) card or proof of TIN (e.g. BIR Forms 1901, 1904, AEP with TIN) 9) BI Clearance Certificate <p>2. PETITIONER</p> <ol style="list-style-type: none"> 1) Certification by a responsible officer of the petitioner/company that: <ol style="list-style-type: none"> a. The person in whose favor the visa is being requested is an executive of the applicant's company and will work exclusively for the petitioner's Regional Headquarters (RHQ) or Regional Operating Headquarters which is duly licensed to operate; b. The applicant will receive a salary and will be paid by the RHQ or ROHQ in the Philippines in an amount equivalent to at least Twelve Thousand United States Dollars (US\$12,000.00) or equivalent in other foreign currencies per annum 2) General Information Sheet for the current year stamped received by the Securities Exchange Commission <p>3. DEPENDENTS (one for each applicant-dependent)</p> <ol style="list-style-type: none"> 1) Appropriate application form, duly accomplished 2) Photocopy of passport biographical page, visa implementation and latest admission 3) Proof of relationship with the Principal such as marriage or birth certificate issued by the PSA 4) Original or certified true copy of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014. 5) Photocopy of the conversion/extension order or ACR I-Card with petitioner's name 6) BI Clearance Certificate 	
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FOR APPLICATIONS FILED THRU REPRESENTATIVE/S:
Special Power of Attorney or Photocopy of BI Accreditation ID

II. ACR I-CARD APPLICATION (for each applicant)

- 1) Appropriate application form
- 2) Original ACR I-Card

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Evaluation	To submit filled-out application form and documentary requirements	To review completeness of application form and documentary requirements.	5-20 mins per application	Public Information and Assistance Unit (PIAU)	Ground Floor, BI Main Office Building
			To sign Checklist of Requirements			
2	Assessment by ARD and CRU	To submit duly evaluated application documents	To enter applicant's details in the system.	5-10 mins per application	Central Receiving Unit	Windows 11 and 12 or 17 and 18 Ground Floor, BI Main Office Building
			To assess and generate Order of Payment Slip.			
3	Payment of Fees	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	2-5 mins per application	Cash Section	Windows 13-16, Ground Floor, BI Main Office Building
4	Submission to CRU	To submit application to the Central	To encode all information in the	CRU is given days 5	Central Receiving Unit	Windows 20, Ground



		Receiving for encoding of data	application in BI's system	for encoding and transmittal to Legal Div for hearing		Floor, BI Main Office Building
5	Raffling of Application	To know his/her assigned hearing officer	Raffles the application to hearing officers	2-5 mins per application	Legal Division	Room 425, 4th Floor, BI Main Office Building
6	Interview	To appear during the hearing schedule indicated in the Official Receipt	To conduct hearing with applicant.	5-30 mins per application	Legal Division	4th Floor, BI Main Office Building
7	Photo and Biometric Capturing	To proceed to the Alien Registration Division for capturing of biometric information after hearing.	To process capturing of subject's biometric information (photograph and fingerprint).	2-5 mins per application	ARD	Window 44, Ground Floor, BI Main Office Building
	(Only cases of Amendment of ACR I-Card details requiring recapturing of photo and biometrics as directed by ARD personnel. Otherwise, applicant may wait for the publication of their	<i>Note: Only applicants 4 years and above will undergo biometrics information capturing</i>				



	application's disposition. [Result])					
8	Result	To verify approval of visa application in the official website of the Bureau	To upload approved visas in the Bureau's official website: www.immigration.gov.ph		MIS Division	Bureau's official website: www.immigration.gov.ph
9	Implementation	To submit passport for visa implementation.	To implement duly approved visa on subject's passport.	2-5 mins per application	Office of the Board Secretary	Window 36, Ground Floor, BI Main Office Building
			To release passport with implemented visa and certified true copy of duly approved Order.			
10	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	2-5 mins per application	ARD	Window 42, BI Main Office Building
DURATION / PROCESS TIME		Express	15 days*	FEES	Please see chart below	
		Regular	20 days*			

**subject to additional days as provided under RA 11032 or Ease of Doing Business Act*

Note: Applicants who are exempted from hearing may immediately proceed to ARD Window 44 for biometrics information capturing after payment of fees or on the date indicated in the Official Receipt for biometrics information capturing.

FEES TO BE PAID

PRINCIPAL	PhP 4,530.00
DEPENDENT	PhP 4,030.00



ASSESSED ITEMS	PRINCIPAL	DEPENDENT
APPLICATION FEE	1,000.00	500.00
IMPLEMENTATION FEE	1,000.00	1,000.00
LEGAL RESEARCH FEE	30.00	30.00
CERTIFICATE FEE	500.00	500.00
TOTAL FEES (REGULAR)	2,530.00	2,030.00
EXPRESS	2,000.00	2,000.00
TOTAL FEES (EXPRESS)	4,530.00	4,030.00

Downgrading of Visas

Downgrade of visa from immigrant or non-immigrant visa to 9(a) – 59 days.

Office or Division	Immigration Regulation Division	
Classification	G2C- Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	All foreign nationals with active/expired visas.	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. Letter request addressed to the Commissioner stating the reason(s) for downgrading i.e. resignation, termination, late filing of extension of visa or dissolution of the company, etc. <ol style="list-style-type: none"> a. For Pre-Arranged Employee Commercial Visa, Non-Commercial Visa (Missionary) and 47(a)(2) visa: <ol style="list-style-type: none"> i. If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein and it should be accompanied by a Certificate of Employment/Certification of Missionary Work from the petitioning company/congregation; and ii. If filed by petitioning company/congregation, must be in company/congregation letterhead with address and contact numbers; iii. For 47(a)2, copy of visa endorsement from DOJ b. For Non-Quota Immigrant Visa by Marriage or Temporary Resident Visa (TRV), must come from the applicant or/and spouse indicating their residential address and contact number(s) as well as a photocopy of marriage certificate or contract; c. For Foreign Government officials, letter request of the 		



<p>Embassy/Consulate/International Organization or if filed by the applicant, must be accompanied by a Certificate of Employment from the Embassy/Consulate/International Organization;</p> <p>d. If filed by an accredited travel agency, law office or consultancy firm, must be in company letterhead bearing the organization's address and contact number(s), accompanied by a Certificate of Employment from petitioning company/organization;</p> <p>2. In case of:</p> <p>a. 47(a)2 - Proof of notice of downgrading from the DOJ for 47(a)2;</p> <p>b. CWV, SCWV, SCIV and other special visa - Cancellation Order from the Special Economic Zone authorities</p> <p>3. Photocopy of ACR I-Card (front and back portions)</p>		
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Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Securing of Checklist of requirements and application form.	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general information to the transacting public	5 minutes	Frontline officer	Public Information and Assistance Unit (PIAU), Ground Floor, BI Main Office Building
2	Submission of documentary requirements provided in the check list of requirements.	To submit complete documentary requirements	To review completeness of application and eligibility of applicant	5 minutes	Evaluation Officer	Window 22 G/F Bureau of Immigration Intramuros Manila.
			To enter applicant's details in the	5-10 minutes	Data entry staff/officer	



			system.			
			To issue Order of Payment Slip.	5-10 minutes	Assessors	
3	Payment	To submit Order of Payment Slip and payment to Cashier	To issue Official Receipt and claim stub.	5-10 minutes	Cashier	Cash Section Windows 14-15 G/F BI Main office building
4	Submission of the receipt	Applicant must submit the receipt to the Window 22	Attached the Receipt to the folder of the applicant and submit it to CRU for DRTS	2 mins	Frontline officers	Window 22 IRD (submission of receipt)
			Issue claim stub to applicant indicating the date of release.	2 mins	Frontline officers	Window 21 for DRTS in the CRU G/F BI Intramuros Bldg.
			Dero checking of the applicant and drafting of Order of Downgrading	2-3 days	Immigration Officers assigned in IRD	Room 306 G/F BI Intramuros Bldg.
			Approval of IRD Chief	2 hours	IRD Chief	Room 306 G/F BI Intramuros Bldg.
			Approval of Commissioner	1 day	Commissioner	2 nd Floor BI Intramuros Bldg.
5	Implementation of Downgrading	To submit passport upon notification of the approval of visa	To implement the Downgrading of visa on passport.	10 minutes	Immigration Officer assigned in IRD	Room 306 G/F BI Intramuros Bldg.



		downgrading.				
6	Releasing	To present the claim stub for releasing of the passport	Check the passport and claim stub	5 minutes	Frontline Employee	Room 306 G/F BI Intramuros Bldg.
DURATION / PROCESS TIME		Express	Valid or expired visa (less than 59 days) 3 Days Expired visa (more than 59 days) 4 Days	FEES	Php 3,520 Express lane – w/o issues (valid visa) Php 4,250 Express lane w/ issues (visa expired within 59 days) Php 5,030 Express lane with issues (visa expired more than 59 days)	
		Regular	Valid or expired visa (less than 59 days) 4 Days Expired visa (more than 59 days) 7 Days		Php 2,520 Regular lane w/o issues (valid visa) Php 3,250 Regular lane w/ issues (visa expired within 59 days) Php 4,030 Regular lane – with issues (visa expired more than 59 days)	



Downgrading of Visas

Downgrade of visa from immigrant or non-immigrant visa to 9(a) – 59 days.

Office or Division	Immigration Regulation Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	All foreign nationals with active/expired visas.
CHECKLIST OF REQUIREMENTS	
<p>4. Letter request addressed to the Commissioner stating the reason(s) for downgrading i.e. resignation, termination, late filing of extension of visa or dissolution of the company, etc.</p> <p>a. For Pre-Arranged Employee Commercial Visa, Non-Commercial Visa (Missionary) and 47(a)(2) visa:</p> <ul style="list-style-type: none"> i. If letter request is filed by the applicant, applicant's address and contact numbers must be indicated therein and it should be accompanied by a Certificate of Employment/Certification of Missionary Work from the petitioning company/congregation; and ii. If filed by petitioning company/congregation, must be in company/congregation letterhead with address and contact numbers; iii. For 47(a)2, copy of visa endorsement from DOJ <p>b. For Non-Quota Immigrant Visa by Marriage or Temporary Resident Visa (TRV), must come from the applicant or/and spouse indicating their residential address and contact number(s) as well as a photocopy of marriage certificate or contract;</p> <p>c. For Foreign Government officials, letter request of the Embassy/Consulate/International Organization or if filed by the applicant, must be accompanied by a Certificate of Employment from the Embassy/Consulate/International Organization;</p> <p>d. If filed by an accredited travel agency, law office or consultancy firm, must be in company letterhead bearing the organization's address and contact number(s), accompanied by a Certificate of Employment from petitioning company/organization;</p>	
WHERE TO SECURE	



5.	In case of: a. 47(a)2 - Proof of notice of downgrading from the DOJ for 47(a)2; b. CWV, SCWV, SCIV and other special visa - Cancellation Order from the Special Economic Zone authorities	
6.	Photocopy of ACR I-Card (front and back portions)	

Step	Process	Client/Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Securing of Checklist of requirements and application form.	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general information to the transacting public	5 minutes	Frontline officer	Public Information and Assistance Unit (PIAU), Ground Floor, BI Main Office Building
2	Submission of documentary requirements provided in the check list of requirements .	To submit complete documentary requirements	To review completeness of application and eligibility of applicant	5 minutes	Evaluation Officer	Window 22 G/F Bureau of Immigration Intramuros Manila.
			To enter applicant's details in the system.	5-10 minutes	Data entry staff/ officer	
			To issue Order of Payment Slip.	5-10 minutes	Assessors	
3	Payment	To submit Order of Payment Slip and payment to Cashier	To issue Official Receipt and claim stub.	5-10 minutes	Cashier	Cash Section Windows 14-15 G/F BI Main



						office building
4	Submission of the receipt	Applicant must submit the receipt to the Window 22	Attached the Receipt to the folder of the applicant and submit it to CRU for DRTS	2 mins	Frontline officers	Window 22 IRD (submission of receipt)
			Issue claim stub to applicant indicating the date of release.	2 mins	Frontline officers	Window 21 for DRTS in the CRU G/F BI Intramuros Bldg.
			Dero checking of the applicant and drafting of Order of Downgrading	2-3 days	Immigration Officers assigned in IRD	Room 306 G/F BI Intramuros Bldg.
			Approval of IRD Chief	2 hours	IRD Chief	Room 306 G/F BI Intramuros Bldg.
			Approval of Commissioner	1 day	Commissioner	2 nd Floor BI Intramuros Bldg.
5	Implementation of Downgrading	To submit passport upon notification of the approval of visa downgrading.	To implement the Downgrading of visa on passport.	10 minutes	Immigration Officer assigned in IRD	Room 306 G/F BI Intramuros Bldg.
6	Releasing	To present the claim stub for releasing of the passport	Check the passport and claim stub	5 minutes	Frontline Employee	Room 306 G/F BI Intramuros Bldg.
DURATION / PROCESS TIME		Express	Valid or expired visa (less than 59	FEES	Php 3,520 Express lane – w/o issues (valid visa)	



		days) 3 Days Expired visa (more than 59 days) 4 Days		Php 4, 250 Express lane w/ issues (visa expired within 59 days) Php 5,030 Express lane with issues (visa expired more than 59 days)
	Regular	Valid or expired visa (less than 59 days) 4 Days Expired visa (more than 59 days) 7 Days		Php 2,520 Regular lane w/o issues (valid visa) Php 3,250 Regular lane w/ issues (visa expired within 59 days) Php 4,030 Regular lane – with issues (visa expired more t han 59 days)

Downgrading of Student Visa Under Section 9(F)

The foreign student's 9f Student Visa shall be downgraded to a Temporary Visitor's Visa and given a validity of 59 days from the expiration of his/her student visa in order to facilitate their exit from the Philippines.

** All downgrading applications filed after 59 days from expiry of the Student Visa together with their attachments are forwarded to the main office of the Bureau of Immigration for recommendation by the Chief of the Immigration Regulation Division, and for final disposition by the Office of the Commissioner of the Bureau of Immigration. The applications will be returned to the Student Visa section only upon final disposition by the Office of the Commissioner.*

**The Student Visa Section can endorse applications for downgrading of foreign students who have overstayed in the country at the end of the granted 59-day period of authorized stay as temporary visitors to the Legal Division for appropriate action and recommendation pursuant to existing policies, rules and regulations. Final disposition of the same will be done by the Office of the Commissioner of the Bureau of Immigration.*

**Charges for updating the validity of the Temporary Visitor's Visa shall be applied in addition to the fees denoted below in the case of foreign students who have overstayed in the country based on the end of the 59-day period granted from the expiration of their student visa. Further penalties ranging from Php 15,000 to Php 25,000 shall be applied depending on the assessed period of overstaying.*



Office or Division	Immigration Regulation Division – Student Visa Section
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	<p>The 9f Student Visa shall be downgraded to Temporary Visitor's Visa (TVV) upon confirmation that a foreign student:</p> <ol style="list-style-type: none"> 1) Graduated or finished the course of study in the school for which he/she was admitted; 2) Failed to satisfy the grading/scholastic requirements of the admitting school; 3) Failed to timely extend his/her Student Visa; or 4) Has an expired Student Visa.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ol style="list-style-type: none"> 1) Letter request addressed to the Commissioner from the applicant or authorized school representative stating the reason(s) for downgrading and the date of intended departure; 2) Duly accomplished CGAF (BI Form CGAF-003-Rev 0); 3) Copy of Latest Transcript of Records or Certificate of Grades; 4) School Clearance (Certificate of No Financial Obligation) 5) Photocopy of passport bio-page, visa implementation page and the pages bearing the latest admission, departure and valid authorized stay; 6) Valid and correct National Bureau of Investigation (NBI) Clearance; and 7) Valid passport. 	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application form, and general information	10 mins	Receiving staff/officer	Information Counter, Student Visa Section, 2 nd Floor, Civic



						Center Building, Quezon City Hall Complex
2	Receive and review/ evaluate applications/ documentary requirements	To submit duly accomplished application form and supporting documents	To review completeness of application and eligibility of applicant To enter applicant's details in the system To issue Order of Payment Slip	2 days (Express) 3 days (Regular) 10 mins 10 mins	Evaluation Officer Data entry staff/officer Assessors	Window 2, SVS Civic Center Bldg, QC Hall Complex
3	Payment	To submit OPS and payment to the Cashier	To issue Official Receipt and claim stub	10 mins	Cashier	Window 1, SVS Civic Center Bldg, QC Hall Complex
4	Issuance of copy of Order and preparation of transmittal to Main Office for final disposition		To issue copy of Order for transmittal to IRD and Office of the Commissioner	1 day (Express) 3 days (Regular)	Communications Staff	N/A
5	Release of approved application	To submit claim stub	To release the passport, and copy of downgrading Order to applicant.	5 mins	Implementor	Window 3, SVS Civic Center Bldg, QC Hall Complex
DURATION / PROCESS TIME		Express	3 days	FEES	Php 5,030.00	
		Regular	7 days		Php 4,030.00	



Petition for Inclusion of Dependents Under R.A. 9225

Office or Division	Board of Special Inquiry	
Classification	G2C- Government to Citizen	
Type of Transaction	Highly Technical	
Who may avail	Former Philippine Citizens who have been naturalized in another country and their qualified dependents	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. For Principal :		
1) Appropriate application form, duly accomplished, with 2pcs. 2x2 photo with white background		
2) Two (2) original copies of Oath of Allegiance		
3) Original and photocopy of Certificate of Birth of applicant		
4) Original and photocopy of valid foreign passport bio-page of the applicant		
5) Photocopy of Certificate of Naturalization		
6) Original ACR I-Card or Alien Certificate of Registration and ICR or CRTV		
7) Affidavit of One and the Same Person, if required		
2. For Dependents :		
1) Appropriate application form, duly accomplished, with 2pcs. 2x2 photo with white background		
2) Photocopy of Certificate of Birth of dependent		
3) Original and photocopy of valid foreign passport bio-page of the dependent		
4) Original and photocopy of valid foreign passport bio-page of petitioner		
5) Original ACR I-Card or Alien Certificate of Registration and ICR or CRTV		



Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	<p>a. Proceed to the Evaluator of the Day at <i>Public Information and Assistance Unit (PIAU) or Dual Citizenship Office (RA 9225)</i></p> <p>b. Get a BI Form of Petition for Retention/Re-acquisition of Philippine citizenship under RA 9225, for information about all general instructions; and Checklist of Documentary Requirement</p> <p>c. Completion of all required documents</p>	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	PIAU or Dual Citizenship Office	PIAU, Ground Floor or Room 401, 4th Floor, BI Main Office
2	To submit complete documentary requirements	Arrange all required documents and attach to a legal size folder in accordance with the provided checklist	To review completeness of documentary requirements.	5 to 10mins	Evaluator, PIAU or Dual Citizenship Office	PIAU, Ground Floor or Room 401, 4th Floor, BI Main Office
3	To present application for checking of alien	Proceed to Window 11 or 18 and present application	To check alien registration	3 to 5mins	Window 11 or 18, Ground Floor, BI	Window 11 or 18, Ground



	registration records	folder for checking of Alien Certificate of Registration (ACR) I-Card			Main Office Building	Floor, BI Main Office Building
4	To present passport and application folder for issuance of OPS	Proceed to Window 12 and present Foreign Passport and application folder	To assess and issue OPS	3 to 5mins	Window 12, Ground Floor, BI Main Office Building	Window 12, Ground Floor, BI Main Office Building
5	To settle payment	Proceed to Window 13, 14, or 16 for payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 13 / 14 / 16
6	To submit application folder	Proceed to Window 21 for submission of application folder with the Official receipts	To receive application folder	2 to 3mins	Window 21, Ground Floor, BI Main Office Building	Window 21, Ground Floor, BI Main Office Building
7	To present Official Receipt and take Oath of Allegiance	Present Official Receipts and foreign passport for Oath taking	To administer Oath of Allegiance	10 to 15mins	Dual Citizenship Office	Room 401, 4th Floor, BI Main Office
8	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative : Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release duly signed CRPC	5 to 10mins	Dual Citizenship Office	Room 401, 4th Floor, BI Main Office
DURATION /		Express	20 days	FEES	Principal:	



PROCESS TIME				Immigration Fee: 2,510
				Express Lane Fee: 500
				Total: 3,010
				Dependent: Immigration Fee: 1,260
				Express Lane Fee: 500
				Total: 1,760
				Principal: Immigration Fee: 2,510
				Dependent: Immigration Fee: 1,260
	Regular	40 days		

Petition for Inclusion of Dependents Under R.A. 9225

Office or Division	Board of Special Inquiry
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Qualified dependents of holders of RA9225
CHECKLIST OF REQUIREMENTS	
1) Appropriate application form, duly accomplished, with 2pcs. 2x2 photo with white background 2) Original and photocopy of petitioner's valid foreign passport bio-page 3) Original and photocopy of dependent child's valid foreign passport bio-page 4) Photocopy of Certificate of Birth of dependent child 5) Photocopy of petitioner's IC or CRPC 6) Photocopy of petitioner's Order of Approval 7) Photocopy of petitioner's Oath of Allegiance 8) 1 pc 2x2 photo with white background of the petitioner-parent	
WHERE TO SECURE	



Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	<p>a. Proceed to the Evaluator of the Day at <i>Public Information and Assistance Unit (PIAU) or Dual Citizenship Office (RA 9225)</i></p> <p>b. Get a BI Form of Petition for Retention/Re-acquisition of Philippine citizenship under RA 9225, for information about all general instructions; and Checklist of Documentary Requirement</p> <p>c. Completion of all required documents</p>	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	PIAU or Dual Citizenship Office	PIAU, Ground Floor or Room 401, 4th Floor, BI Main Office
2	To submit complete documentary requirements	Arrange all required documents and attach to a legal size folder in accordance with the provided checklist	To review completeness of documentary requirements.	5 to 10mins	Evaluator, PIAU or Dual Citizenship Office	PIAU, Ground Floor or Room 401, 4th Floor, BI Main Office
3	To present application for checking of alien	Proceed to Window 11 or 18 and present application	To check alien registration	3 to 5mins	Window 11 or 18, Ground Floor, BI	Window 11 or 18, Ground



	registration records	folder for checking of Alien Certificate of Registration (ACR) I-Card			Main Office Building	Floor, BI Main Office Building
4	To present passport and application folder for issuance of OPS	Proceed to Window 12 and present Foreign Passport and application folder	To assess and issue OPS	3 to 5mins	Window 12, Ground Floor, BI Main Office Building	Window 12, Ground Floor, BI Main Office Building
5	To settle payment	Proceed to Window 13, 14, or 16 for payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 13 / 14 / 16
6	To submit application folder	Proceed to Window 21 for submission of application folder with the Official receipts	To receive application folder	2 to 3mins	Window 21, Ground Floor, BI Main Office Building	Window 21, Ground Floor, BI Main Office Building
7	To present Official Receipt and take Oath of Allegiance	Present Official Receipts and foreign passport for Oath taking	To administer Oath of Allegiance	10 to 15mins	Dual Citizenship Office	Room 401, 4th Floor, BI Main Office
8	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative : Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release duly signed CRPC	5 to 10mins	Dual Citizenship Office	Room 401, 4th Floor, BI Main Office



DURATION / PROCESS TIME	Express	20 days	FEES	Immigration Fee: 1,260 Express Lane Fee: 500 Total: 1,760
	Regular	40 days		Immigration Fee: 1,260

Issuance of Certificate of Retention/Re-Acquisition of Philippine Citizenship

Office or Division		Board of Special Inquiry				
Classification		G2C- Government to Citizen				
Type of Transaction		Highly Technical				
Who may avail		Former Philippine Citizens who have already been granted dual citizenship under RA9225 by Philippine Embassies or Consulates abroad and their qualified dependents				
CHECKLIST OF REQUIREMENTS						WHERE TO SECURE
1) Appropriate application form, duly accomplished with 2pcs. 2x2 photo with white background 2) Original and photocopy of valid passport bio-page of the applicant 3) Original and photocopy of valid passport bio-page of the principal (if applicant is dependent) 4) Two (2) pcs. 2x2 photo with white background of principal (if applicant is dependent) 5) Photocopies of IC and CRPC, Order of Approval and Oath of Allegiance of the principal						
Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	a. Proceed to Evaluator of the Day b. Get a Request for Issuance of CRPC Form c. Completion of all required documents	To provide applicant with checklist of requirements, application forms and general information to the	3 to 5mins	PIAU or Dual Citizenship Office	PIAU, Ground Floor or Room 401, 4th Floor, BI Main Office



			transacting public.			
2	To submit complete documentary requirements	Arrange all required documents and attached to a legal size folder and proceed to the Evaluator of the Day	To review completeness of documentary requirements.	3 to 5mins	PIAU or Dual Citizenship Office	PIAU, Ground Floor or Room 401, 4th Floor, BI Main Office
3	To present passport and application folder for issuance of OPS	Proceed to Window 12 and present Foreign Passport and application folder	To assess and issue OPS	3 to 5mins	Window 12, Ground Floor, BI Main Office Building	Window 12
4	To submit Order of Payment Slip and payment to cashier	Proceed to Window 13, 14, or 16 for Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 13 / 14 / 16
5	To submit application folder	Proceed to Window 21 for submission of application folder with the Official receipts	To receive application folder	2 to 3mins	Window 21, Ground Floor, BI Main Office Building	Window 21
6	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative: Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release duly signed CRPC	5 to 10mins	Dual Citizenship Office	Room 401, 4th Floor, BI Main Office
DURATION / PROCESS TIME		Express	20 days	FEES	Immigration Fees: 510	



Application for Recognition as Filipino Citizen by Birth

Office or Division	Board of Special Inquiry
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Foreign nationals who claim citizenship by birth, whether legitimate or illegitimate.
CHECKLIST OF REQUIREMENTS	
Original with three (3) photocopies of the following:	
<ol style="list-style-type: none"> 1) Letter request from parent(s) or the legal guardian (if applicant is below 18 years old); or from applicant himself/herself (if of legal age), stating that either or both parents was/ were Filipino citizen(s) at the time of the applicant's birth; 2) Philippine Statistics Authority (PSA)-issued Birth Certificate or authenticated/with affixed Apostille of Birth Record or Report of Birth, of applicant, if born abroad; 3) PSA-issued Birth Certificate, or authenticated/with affixed Apostille of birth record or report of birth, of either or both parent(s); and/or Certificate of Naturalization of either or both parent(s), if applicable, to show that at the time of applicant's birth, either or both parent(s) was/were already Filipino citizens; 4) PSA-issued or authenticated marriage contract of parents; 5) Notarized Affidavit of Citizenship executed by either or both parents, or legal guardian, or applicant himself/herself, stating that either or both parent(s) was/were (a) Filipino citizen(s) at the time of applicant's birth. If the petitioning parent or parents was/were naturalized in a foreign country, the affidavit should state that he/she/they was/were Filipino(s) at the time of applicant's birth, or became (a) naturalized foreign citizen(s) only after said birth, or had applied for reacquisition of Philippine citizenship under Republic Act No. 9225, submitting in the process of his/her/ their certificate(s) proving dual citizenship; 6) Photocopies of passports of the applicant and/or petitioning parents(s), if available; 	
WHERE TO SECURE	



7) Bureau of Immigration (BI) Clearance Certificate; and	
8) Original official receipts evidencing payment of application fees.	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	a. Proceed to the Evaluator b. Get a BI Form of Petition for recognition as Filipino citizen for information about all general instructions; and Checklist of Documentary Requirement c. Completion of all required documents	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	Board of Special Inquiry	4th Floor, BI Main Office
2	To submit complete documentary requirements	Arrange all required documents and attach to a legal size folder in accordance with the provided checklist Present application folder and foreign passport	To review completeness of application details and enter applicant's details in the system To assess and generate Order of Payment Slip.	5 to 10mins	Board of Special Inquiry Cashier	4th Floor, BI Main Office Window 12 / 17 G/F BI Main Office
3	To submit OPS and payment to	Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 15 / 16 G/F BI



	cashier					Main Office
4	To submit application folder	Submission of application folder with official receipts	To receive application folder	2 to 3mins		Window 20
5		Appear during hearing schedule indicated in the official receipt	Conduct hearing with application and petitioner	10 to 20 mins	BSI	4 th Floor, BI Main Office
6	Fingerprint Capture	Present Official Receipts and 6 copies of 2x2 picture with white background	Process manual fingerprinting of applicant	5 to 10 mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
7	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative : Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release Filipino Identification Certificate	5 to 10mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
DURATION / PROCESS TIME		Express	20 days	FEES	Immigration Fee: 9,550 Express Lane Fee: 1,500 DOJ Fee: 1,500 Total: 12,550	
		Regular	40 days		Immigration Fee: 9,550 DOJ Fee: 1,500 Total: 11,050	



Affirmation of Recognition as Filipino Citizen by Birth

Office or Division	Board of Special Inquiry
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	A foreign national whose recognition as Filipino by birth was not affirmed by the Department of Justice
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Original with three (3) photocopies of the following:</p> <ol style="list-style-type: none"> 1) Letter request from either or both parent(s), or guardian, if applicant is below 18 years old; or from the applicant (if of legal age), stating that either or both of applicant's parent(s) was/were Filipino at the time of the applicant's birth; 2) Original Order of Recognition and (Filipino) Identification Certificate issued by the Bureau; 3) Philippine Statistics Authority (PSA)-issued Birth Certificate or authenticated/with affixed Apostille of Birth Record or Report of Birth, of applicant, if born abroad; 4) PSA-issued Birth Certificate, or authenticated /with affixed Apostille of birth record or report of birth, of either or both parent(s); and/or Certificate of Naturalization of either or both parent(s), if applicable, to show that at the time of applicant's birth, either or both parent(s) was/were already Filipino citizens; 5) Notarized Affidavit of Citizenship executed by either or both parents, or legal guardian, or applicant himself/herself, stating that either or both parent(s) was/were (a) Filipino citizen(s) at the time of applicant's birth. If the petitioning parent or parents was/were naturalized in a foreign country, the affidavit should state that he/she/they was/were Filipino(s) at the time of applicant's birth, or became (a) naturalized foreign citizen(s) only after said birth, or had applied for reacquisition of Philippine citizenship under Republic Act No. 9225, submitting in the process of his/her/ their naturalization papers and/or certificate(s) proving dual citizenship; 	



6) PSA-issued or authenticated marriage contract of parents; 7) Copies of the passports of applicant and petitioning parent(s), if available; 8) Bureau of Immigration (BI) Clearance Certificate; .and 9) Original official receipts evidencing payment of application fees.	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	a. Proceed to the Evaluator b. Get a BI Form of Petition for recognition as Filipino citizen for information about all general instructions; and Checklist of Documentary Requirement c. Completion of all required documents	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	Board of Special Inquiry	4th Floor, BI Main Office
2	To submit complete documentary requirements	Arrange all required documents and attach to a legal size folder in accordance with the provided checklist Present application folder and foreign passport	To review completeness of application details and enter applicant's details in the system To assess and generate Order of Payment Slip.	5 to 10mins	Board of Special Inquiry Cashier	4th Floor, BI Main Office Window 12 / 17 G/F BI Main Office



3	To submit OPS and payment to cashier	Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 15 / 16 G/F BI Main Office
4	To submit application folder	Submission of application folder with official receipts	To receive application folder	2 to 3mins		Window 20
5		Appear during hearing schedule indicated in the official receipt	Conduct hearing with application and petitioner	10 to 20 mins	BSI	4 th Floor, BI Main Office
6	Fingerprint Capture	Present Official Receipts and 6 copies of 2x2 picture with white background	Process manual fingerprinting of applicant	5 to 10 mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
7	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative : Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release Filipino Identification Certificate	5 to 10mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
DURATION / PROCESS TIME		Express	20 days	FEES	Immigration Fee: 8,540 Express Lane Fee: 1,500 DOJ Fee: 1,500 Total: 11,540	
		Regular	40 days		Immigration Fee: 8,540 DOJ Fee: 1,500 Total: 10,040	



Cancellation of Alien Registry By Reason of Marriage And Granting of Philippine Citizenship

Office or Division	Board of Special Inquiry	
Classification	G2C- Government to Citizen	
Type of Transaction	Complex	
Who may avail	A foreign female national citizen married to a Filipino Citizen	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Original with three (3) photocopies of the following:</p> <ol style="list-style-type: none">1. Verified petition for cancellation of alien registry;2. Joint affidavit of non-disqualification executed by petitioner and her husband;3. Oath of allegiance;4. Petitioner's ACR I-Card, NBCR/ICR, and/or ACR;5. Philippine Statistic Authority (PSA)-issued or authenticated marriage contract, if a foreign document, between petitioner and her Filipino husband;6. PSA-issued Birth Certificate, or authenticated/with affixed Apostille of birth record or report of birth abroad, of Filipino husband;7. (a) If husband was naturalized in his own right: Petition for naturalization, Decision granting the petition, order to take oath, oath of allegiance, Certificate of Naturalization, from the Court or Special Committee on Naturalization (SCN) under the Office of the Solicitor General, as the case may be; (b) If husband was naturalized by derivative naturalization, Order of recognition (as Filipino citizen of husband), and Identification Certificate issued by the Bureau of Immigration;8. PSA-issued Birth Certificate(s) of child(ren), if any;9. PSA-issued Death Certificate, or (authenticated/with affixed Apostille) death record or report of death abroad, of Filipino husband, if deceased;10. Original Clearances from the National Bureau of Investigation (NBI), and the National Intelligence Coordinating Agency (NICA), as well as clearances from the following agencies that have jurisdiction over applicant's place of residence, namely, the Regional Trial Court (RTC), the Metropolitan or Municipal Trial Court (MTC), Office of the Prosecutor, and Philippine		



<p>National Police (PNP);</p> <p>11. Original Medical Certificate from the Bureau of Quarantine or any government health facility stating that applicant is “physically and mentally fit;”</p> <p>12. Affidavit of Co-mingling, with photographs, if available;</p> <p>13. Bureau of Immigration (BI) Clearance Certificate;</p> <p>14. 13. Original official receipts evidencing payment of application fees.</p>	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	<p>a. Proceed to the Evaluator</p> <p>b. Get a BI Form of Petition for Cancellation of ACR by Marriage and granting of Philippine citizenship for information about all general instructions; and Checklist of Documentary Requirement</p> <p>c. Completion of all required documents</p>	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	Board of Special Inquiry	4th Floor, BI Main Office
2	To submit complete documentary requirements	<p>Arrange all required documents and attach to a legal size folder in accordance with the provided checklist</p> <p>Present</p>	<p>To review completeness of application details and enter applicant's details in the system</p> <p>To assess and generate</p>	5 to 10mins	<p>Board of Special Inquiry</p> <p>Cashier</p>	<p>4th Floor, BI Main Office</p> <p>Window</p>



		application folder and foreign passport	Order of Payment Slip.			12 / 17 G/F BI Main Office
3	To submit OPS and payment to cashier	Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 15 / 16 G/F BI Main Office
4	To submit application folder	Submission of application folder with official receipts	To receive application folder	2 to 3mins		Window 20
5		Appear during hearing schedule indicated in the official receipt	Conduct hearing with application and petitioner	10 to 20 mins	BSI	4 th Floor, BI Main Office
6	Fingerprint Capture	Present Official Receipts and 6 copies of 2x2 picture with white background	Process manual fingerprinting of applicant	5 to 10 mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
7	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative : Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release Filipino Identification Certificate	5 to 10mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
DURATION / PROCESS TIME		Express	20 days	FEES	Immigration Fee: 10,050 Express Lane Fee: 1,500 DOJ Fee: 1,500 Total: 13,050	



	Regular	40 days		Immigration Fee: 10,050 DOJ Fee: 1,500 Total: 11,550
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Cancellation of Alien Certificate of Registration by Reason of Administrative Naturalization

Office or Division	Board of Special Inquiry
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	Foreign nationals naturalized as Filipinos by the Special Committee on Naturalization (SCN)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Letter request for cancellation of ACR from the applicant; 2. Photocopy of ACR I-Card (front and back portion) and Native Born Certificate of Residence/ Immigrant Certificate of Residence; 3. Certified True Copies of the following documents: a. Petition for Naturalization; b. Oath of Allegiance; and e. Certificate of Naturalization. 4. Bureau of Immigration (BI) Clearance Certificate.	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	a. Proceed to the Evaluator b. Get a BI Form of Petition for Cancellation of ACR by Reason of Administrative Naturalization and granting of	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	Board of Special Inquiry	4th Floor, BI Main Office



		Philippine citizenship for information about all general instructions; and Checklist of Documentary Requirement c. Completion of all required documents				
2	To submit complete documentary requirements	Arrange all required documents and attach to a legal size folder in accordance with the provided checklist Present application folder and foreign passport	To review completeness of application details and enter applicant's details in the system To assess and generate Order of Payment Slip.	5 to 10mins	Board of Special Inquiry Cashier	4th Floor, BI Main Office Window 12 / 17 G/F BI Main Office
3	To submit OPS and payment to cashier	Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 15 / 16 G/F BI Main Office
4	To submit application folder	Submission of application folder with official receipts	To receive application folder	2 to 3mins		Window 20
5		Appear during hearing schedule indicated in the official receipt	Conduct hearing with application and petitioner	10 to 20 mins	BSI	4 th Floor, BI Main Office
6	Fingerprint Capture	Present Official Receipts and 6 copies of 2x2 picture with	Process manual fingerprinting of applicant	5 to 10 mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office



		white background				
7	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative : Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release Filipino Identification Certificate	5 to 10mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
DURATION / PROCESS TIME		Express	20 days	FEES	Immigration Fee: 10,050 Express Lane Fee: 1,500 DOJ Fee: 1,500 Total: 13,050	
		Regular	40 days		Immigration Fee: 10,050 DOJ Fee: 1,500 Total: 11,550	

Cancellation of Alien Registry by Reason of Issuance of Filipino Identification Certificate by Election

Office or Division	Board of Special Inquiry
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	A person born before 17 January 1973 of a foreign father and a Filipino mother, and who wishes to follow the pre-marital Filipino citizenship of his/her mother
CHECKLIST OF REQUIREMENTS	
Original with three (3) photocopies of the following:	
1. Applicant's letter request for cancellation of alien registry	
WHERE TO SECURE	



- by election;
2. Photocopy of the ACR I-Card (front and back portion), and original Native Born Certificate of Residence or Immigrant Certificate of Residence, and old Alien Certificate of Registration, if applicable;
3. Philippine Statistics Authority (PSA)-issued Birth Certificate or authenticated/with affixed Apostille of Birth Record or Report of Birth, of applicant, if born abroad;
4. PSA-issued Birth Certificate, or authenticated birth record or report of birth abroad, of applicant's mother;
5. PSA-issued or authenticated marriage contract of applicant's parents;
6. Original or certified true copy of applicant's Affidavit of Election of Philippine Citizenship;
7. Original or certified true copy of applicant's Oath of Allegiance;
8. Certificate of Registration of Election documents (Affidavit of election and oath of allegiance) with the Local Civil Registrar; and
9. Original official receipts evidencing payment of application fees.

In case of Delayed Election

Pursuant to the instructions dated August 20, 1984, of the Secretary of Justice, any election filed by an applicant older than 24 years and 6 months shall be considered a delayed election. The delay, however, may be justified on the basis of only one reason: that subject has (a) always believed him/herself to be Filipino and (b) acted accordingly. Acceptable proof thereof are: school records, showing that applicant had taken subjects required of Filipinos like PMT, ROTC, and YCAP; and public documents where he is described as "Filipino," such as his/her marriage contract, the birth certificates of his/her children, employment in government, Philippine passports, income tax returns, driver's licenses, voter's ID, exercise of a nationalized profession, and the like. If the delay is one year or less, one of the afore-stated documents shall suffice; if the delay is more than a year, two or more corroborative documents shall be required.

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure	a. Proceed to	To provide	5 to	Board of	4th



	checklist of requirements and appropriate application form	<p>the Evaluator</p> <p>b. Get a BI Form of Petition for Cancellation of ACR and Issuance of Filipino Identification Certificate by Election for information about all general instructions; and Checklist of Documentary Requirement</p> <p>c. Completion of all required documents</p>	applicant with checklist of requirements, application forms and general information to the transacting public.	10mins	Special Inquiry	Floor, BI Main Office
2	To submit complete documentary requirements	<p>Arrange all required documents and attach to a legal size folder in accordance with the provided checklist</p> <p>Present application folder and foreign passport</p>	<p>To review completeness of application details and enter applicant's details in the system</p> <p>To assess and generate Order of Payment Slip.</p>	5 to 10mins	<p>Board of Special Inquiry</p> <p>Cashier</p>	<p>4th Floor, BI Main Office</p> <p>Window 12 / 17 G/F BI Main Office</p>
3	To submit OPS and payment to cashier	Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 15 / 16 G/F BI Main Office
4	To submit application folder	Submission of application folder with	To receive application folder	2 to 3mins		Window 20



		official receipts				
5		Appear during hearing schedule indicated in the official receipt	Conduct hearing with application and petitioner	10 to 20 mins	BSI	4 th Floor, BI Main Office
6	Fingerprint Capture	Present Official Receipts and 6 copies of 2x2 picture with white background	Process manual fingerprinting of applicant	5 to 10 mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
7	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative : Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release Filipino Identification Certificate	5 to 10mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
DURATION / PROCESS TIME		Express	20 days	FEES	Immigration Fee: 10,050 Express Lane Fee: 1,500 DOJ Fee: 1,500 Total: 13,050	
		Regular	40 days		Immigration Fee: 10,050 DOJ Fee: 1,500 Total: 11,550	



Cancellation of Alien Registry by Reason of Judicial Naturalization

Office or Division	Board of Special Inquiry
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	Foreign nationals naturalized through judicial (court) proceedings
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Letter request for cancellation of ACR from the applicant 2. Photocopy of ACR I-Card of the applicant (front and back portions) and Natural Born Certificate of Residence/Immigration Certificate of Residence 3. Certified true copies from the Regional Trial Court of the following documents: <ol style="list-style-type: none"> a. Petition for Naturalization b. Decision of the court c. Certificate of Finality d. Order to take oath e. Oath of Allegiance f. Certificate of Naturalization 4. BI Clearance Certificate. 	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	<ol style="list-style-type: none"> a. Proceed to the Evaluator b. Get a BI Form of Petition for Cancellation of ACR by reason of Judicial Naturalization for information about all general instructions; and Checklist of Documentary Requirement 	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	Board of Special Inquiry	4th Floor, BI Main Office



		c. Completion of all required documents				
2	To submit complete documentary requirements	<p>Arrange all required documents and attach to a legal size folder in accordance with the provided checklist</p> <p>Present application folder and foreign passport</p>	<p>To review completeness of application details and enter applicant's details in the system</p> <p>To assess and generate Order of Payment Slip.</p>	5 to 10mins	<p>Board of Special Inquiry</p> <p>Cashier</p>	<p>4th Floor, BI Main Office</p> <p>Window 12 / 17 G/F BI Main Office</p>
3	To submit OPS and payment to cashier	Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 15 / 16 G/F BI Main Office
4	To submit application folder	Submission of application folder with official receipts	To receive application folder	2 to 3mins		Window 20
5		Appear during hearing schedule indicated in the official receipt	Conduct hearing with application and petitioner	10 to 20 mins	BSI	4 th Floor, BI Main Office
6	Fingerprint Capture	Present Official Receipts and 6 copies of 2x2 picture with white background	Process manual fingerprinting of applicant	5 to 10 mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
7	To present Official Receipt and ID (with SPA or authorization letter; if claimed by	<p>Applicant: Present Official Receipts and Valid ID</p> <p>Representative: Official</p>	To release Filipino Identification Certificate	5 to 10mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office



	representative	Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant				
DURATION / PROCESS TIME	Express	20 days	FEES	Immigration Fee: 10,050 Express Lane Fee: 1,500 DOJ Fee: 1,500 Total: 13,050		
	Regular	40 days		Immigration Fee: 10,050 DOJ Fee: 1,500 Total: 11,550		

Cancellation of Alien Registry by Reason of Derivative Naturalization

Office or Division	Board of Special Inquiry				
Classification	G2C- Government to Citizen				
Type of Transaction	Complex				
Who may avail	An individual who is still a minor at the time his/her parent was naturalized as a Philippine citizen				
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Letter request for cancellation of ACR to be signed by the parent or guardian, if applicant is a minor. If the applicant is of age, he/she shall sign the letter request; 2. Photocopy of ACR I-Card (front and back portion) & NBCR of applicant; 3. Philippine Statistic Authority (PSA)- issued Birth Certificate or authenticated/with affixed Apostille of Birth Record; 4. PSA-issued Marriage Contract of the applicant's parents, if applicable; 5. Certified true copies of the naturalization papers of the parent of applicant: <ol style="list-style-type: none"> a. Petition for Naturalization; b. Decision of the Court; c. Oath of Allegiance; d. Certificate of Naturalization; 6. Filipino Identification Certificate of applicant's parent issued by Bureau of Immigration, if applicable; 					



7. Copies of School records of the applicants from elementary to college; 8. Bureau of Immigration (BI) Clearance Certificate; 9. Official Receipts for cancellation fee, legal research fee and express lane fee.	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	a. Proceed to the Evaluator b. Get a BI Form of Petition for Cancellation of ACR by reason of Derivative Naturalization for information about all general instructions; and Checklist of Documentary Requirement c. Completion of all required documents	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	Board of Special Inquiry	4th Floor, BI Main Office
2	To submit complete documentary requirements	Arrange all required documents and attach to a legal size folder in accordance with the provided checklist Present application folder and foreign passport	To review completeness of application details and enter applicant's details in the system To assess and generate Order of Payment Slip.	5 to 10mins	Board of Special Inquiry Cashier	4th Floor, BI Main Office Window 12 / 17 G/F BI Main Office
3	To submit OPS and payment to	Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 15 / 16 G/F BI



	cashier					Main Office
4	To submit application folder	Submission of application folder with official receipts	To receive application folder	2 to 3mins		Window 20
5		Appear during hearing schedule indicated in the official receipt	Conduct hearing with application and petitioner	10 to 20 mins	BSI	4 th Floor, BI Main Office
6	Fingerprint Capture	Present Official Receipts and 6 copies of 2x2 picture with white background	Process manual fingerprinting of applicant	5 to 10 mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
7	To present Official Receipt and ID (with SPA or authorization letter; if claimed by representative	Applicant: Present Official Receipts and Valid ID Representative: Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	To release Filipino Identification Certificate	5 to 10mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
DURATION / PROCESS TIME		Express	20 days	FEES	Immigration Fee: 10,050 Express Lane Fee: 1,500 DOJ Fee: 1,500 Total: 13,050	
		Regular	40 days		Immigration Fee: 10,050 DOJ Fee: 1,500 Total: 11,550	



Cancellation of Alien Registry by Repatriation

Office or Division	Board of Special Inquiry
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	Natural-born Filipinos naturalized in a foreign country
CHECKLIST OF REQUIREMENTS	
<ol style="list-style-type: none"> 1. Letter request for cancellation of ACR to be signed by the parent or guardian, if applicant is a minor. If the applicant is of age, he/she shall sign the letter request; 2. Photocopy of ACR I-Card (front and back portion) & NBCR of applicant; 3. Philippine Statistic Authority (PSA)- issued Birth Certificate or authenticated/with affixed Apostille of Birth Record; 4. PSA-issued Marriage Contract of the applicant's parents, if applicable; 5. Certified true copies of the naturalization papers of the parent of applicant: <ol style="list-style-type: none"> a. Petition for Naturalization; b. Decision of the Court; c. Oath of Allegiance; d. Certificate of Naturalization; 6. Filipino Identification Certificate of applicant's parent issued by Bureau of Immigration, if applicable; 7. Copies of School records of the applicants from elementary to college; 8. Bureau of Immigration (BI) Clearance Certificate; 9. Official Receipts for cancellation fee, legal research fee and express lane fee. 	
WHERE TO SECURE	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	To secure checklist of requirements and appropriate application form	<ol style="list-style-type: none"> a. Proceed to the Evaluator b. Get a BI Form of Petition for Cancellation of ACR by reason of Derivative Naturalization for information about all 	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	5 to 10mins	Board of Special Inquiry	4th Floor, BI Main Office



		general instructions; and Checklist of Documentary Requirement c. Completion of all required documents				
2	To submit complete documentary requirements	Arrange all required documents and attach to a legal size folder in accordance with the provided checklist Present application folder and foreign passport	To review completeness of application details and enter applicant's details in the system To assess and generate Order of Payment Slip.	5 to 10mins	Board of Special Inquiry Cashier	4th Floor, BI Main Office Window 12 / 17 G/F BI Main Office
3	To submit OPS and payment to cashier	Payment of required fees	To issue Official Receipt	3 to 5mins	Cashier	Window 15 / 16 G/F BI Main Office
4	To submit application folder	Submission of application folder with official receipts	To receive application folder	2 to 3mins		Window 20
5		Appear during hearing schedule indicated in the official receipt	Conduct hearing with application and petitioner	10 to 20 mins	BSI	4 th Floor, BI Main Office
6	Fingerprint Capture	Present Official Receipts and 6 copies of 2x2 picture with white background	Process manual fingerprinting of applicant	5 to 10 mins	ARD Fingerprint Section	Room 214, 2/F BI Main Office
7	To present Official Receipt and	Applicant: Present Official Receipts and	To release Filipino Identification	5 to 10mins	ARD Fingerprint Section	Room 214, 2/F BI Main



	ID (with SPA or authorization letter; if claimed by representative	Valid ID Representative : Official Receipts, Special Power of Attorney (SPA)/Authorization Letter and Valid ID of the Representative & Applicant	Certificate			Office
DURATION / PROCESS TIME		Express	20 days	FEES	Immigration Fee: 10,050 Express Lane Fee: 1,500 DOJ Fee: 1,500 Total: 13,050	
		Regular	40 days		Immigration Fee: 10,050 DOJ Fee: 1,500 Total: 11,550	

Issuance of ACR I-Card for Native Born Immigrants (0-5 Years Old)

Registration of foreign national born in the Philippines (0-5yrs old) with either of the parent is an immigrant visa holder.

Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Dependents of Immigrant Visa Holders born in the Philippines subsequent to the issuance of the visa
CHECKLIST OF REQUIREMENTS	
1. Accomplished ACR I-Card issuance (new) application form no.BI FORM ARD-0101 2. Original PSA Birth Certificate with OR issued in the last 6 months 3. Photocopy of valid passport biopage (if without passport-Affidavit of undertaking to secure passport) 4. Parent's certified true copy issued by the Records Section of the BOC's Order granting the visa (for internal verification purposes) or certified true copy issued by the Records	
WHERE TO SECURE	



Section of the ACR/ICR (for paper-based holders) Photocopy of parent's valid passport and ACR I-Card (for new applications)	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general ACR I-Card information to the transacting public	5mins.	RS Registratio n Officer	Window 3 G/F
2.	Receiving and evaluation of applications	To submit filled- out application form and documentary requirements	To evaluate the application for completeness and discrepancies , checks for derogatory record, assess fees and issue OPS.	15mins.	RS Registratio n Officer	Window 3 G/F
3.	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.		Cashier	Window s 13-16 G/F
4.	Generation of application number	To submit application with Official Receipts	To generate new I-Card application number by encoding applicant's name, DOB, nationality, sex, visa &	10mins.	RS Registratio n Officer	Window 3 G/F



			passport info in the system, then writes and signs on the application portion for derogatory and recommendation.			
5.	Biometric Capturing	To proceed to Alien Registration Division-Fingerprint Section for capturing of biometric information	To process capturing of subject's biometric information (photograph, fingerprints and signature).	5mins.	Fingerprint Operator	Window 44 G/F or Rm 214 Window
6.	Data Encoding	To submit application for Data Encoding	To receive application for data encoding in the ACR I-Card system and issue the applicant's claim stub. To transmit application to RS at Rm210	1day	Datatrail Corp. staff	Window 43 G/F
7.	Preparation of Order		<ul style="list-style-type: none"> To docket application in RS record logbook To assign application to a Registration Officer To prepare NB Order and affix 	1day	RS Staff RS Acting Chief RS Registration Officer	Rm 210



			signature			
8.	Review		Review	1hr.	RS Acting Chief	Rm 210
9.	Final Review and Recommending Approval		Final Review by the Deputy Chief and Recommending Approval by the Chief of ARD	2days	ARD Proper	G/F
10.	NB Order Approval		Commissioner Approval of the NB Order		Office of the Commissioner	2/F
11.	Release of blank cards		A list of approved applications is generated and transmitted to the Property Section for release of blank cards for Datatrail Corporation's use	2hrs.	ARD Proper, Property Section, Datatrail Corp.	G/F
12.	Printing of ACR I-Cards		Datatrail Corp.'s staff prints out ACR I-Cards according to the approved list given by ARD Proper.	1-3days	Datatrail Corp.	G/F
13.	Transmittal of printed ACR I-Cards		Datatrail transmits the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit at G/F Windows 41-42. ARD staff checks	1hr.	Datatrail Corp., ARD ACR I-Card Releasing Unit	Windows 41-42 G/F



			the list in the transmittal, receives the printed cards, and signs Datatrail’s transmittal.			
14.	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	5mins.	ARD Staff	Windows 41-42 G/F
DURATION / PROCESS TIME		Express	15 days	FEES	See Chart Below	
		Regular	N/A		N/A	
<ul style="list-style-type: none">▪ACR I-Card fee▪<u>Express Lane fee</u>						US \$50.00 (BSP Forex Rate) <u>P 500.00</u>
<ul style="list-style-type: none">▪A-CERT Fee▪Legal Research fee▪<u>Express Lane fee</u>						<u>P 500.00</u> P 10.00 <u>P 500.00</u>
For late registration: <ul style="list-style-type: none">▪Motion for Reconsideration▪Legal Research fee▪<u>Express Lane fee</u> <ul style="list-style-type: none">▪Administrative Fine/month▪Administrative Fine/year						<u>P 500.00</u> P 10.00 <u>P 500.00</u> P 200.00 P 2,000.00
For late registration: <ul style="list-style-type: none">▪Annual Report▪<u>Legal Research fee</u> <ul style="list-style-type: none">▪Administrative Fine/month▪Administrative Fine/year						<u>P 300.00</u> <u>P 10.00</u> P 200.00 P 2,000.00



Issuance of ACR I-Card for Non-BOC Approved Visa

Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Foreigners granted non-BOC approved visa (Sec.47b, RA7837)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly filled-out BI FORM ARD-0113 2. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay (if applicable for Sec.47b) 3. Document vesting visa: ▪DOJ Order for Sec.47b ▪Commissioner/Associate 4. Commissioner's Order of approval granting RA7837 visa 5. .Order of Exemption approved by the BI Commissioner	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general ACR I-Card information to the transacting public	5mins.	CS Registratio n Officer	Window 4 G/F
2.	Receiving, evaluation, generation of application number and recommenda tion	To submit filled- out application form and documentary requirements	To evaluate the application for completeness and discrepancies , checks for derogatory record, generates	15mins.	CS Registratio n Officer	Window 4 G/F



			new I-Card application number by encoding applicant's name, DOB, nationality, sex, visa & passport info in the system, then writes and signs on the application portion for derogatory and recommendation. To sign Checklist of Requirements .			
3.	Biometric Capturing	To proceed to Alien Registration Division- Fingerprint Section for capturing of biometric information	To process capturing of subject's biometric information (photograph, fingerprints and signature).	5mins.	Fingerprint Operator	Window 44 G/F or Rm 214 Window
4.	Data Encoding	To submit application for Data Encoding	To receive application for data encoding in the ACR I-Card system and issue the applicant's claim stub.	1day	Datatrail Corp. staff	Window 43 G/F
5.	Review		Review	1hr.	CS Acting Chief	Rm210
6.	Final Review and Approval		Final Review by the Deputy Chief and	2days	ARD Proper	G/F



			Approval by the Chief of ARD			
7.	Release of blank cards		A list of approved applications is generated and transmitted to the Property Section for release of blank cards for Datatrail Corporation's use	2hrs.	ARD Proper, Property Section, Datatrail Corp.	G/F
8.	Printing of ACR I-Cards		Datatrail Corp.'s staff prints out ACR I-Cards according to the approved list given by ARD Proper.	1-3days	Datatrail Corp.	G/F
9.	Transmittal of printed ACR I-Cards		Datatrail transmits the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit at G/F Windows 41-42. ARD staff checks the list in the transmittal, receives the printed cards, and signs Datatrail's transmittal.	1hr.	Datatrail Corp., ARD ACR I-Card Releasing Unit	Windows 41-42 G/F
10.	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	5mins.	ARD	Windows 41-42 G/F



11.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general ACR I-Card information to the transacting public	5mins.	CS Registration Officer	Window 4 G/F
DURATION / PROCESS TIME		Express	5 days	FEES	Exempt	
		Regular	7 days		Exempt	

Renewal of ACR-I Card for Native Born Immigrants

Office or Division	Alien Registration Division					
Classification	G2C- Government to Citizen					
Type of Transaction	Highly Technical					
Who may avail	Native born residents who are holders of ACR I-Card					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Accomplished ACR I-Card renewal/re-issuance application form no.BI FORM ARD-0104 2. Original ACR I-Card 3. Original PSA Birth Certificate with OR issued in the 1st 6 months (for applicants 49 years old and below) 4. Photocopy of valid passport biopage and latest admission with valid authorized stay 5. Late/early renewal of application only: Letter request for early renewal or explanation for late renewal 6. Additional Requirements: <ol style="list-style-type: none"> A. For a Lost ACR I-Card: <ol style="list-style-type: none"> (i)Letter request for re-issuance of the ACR I-Card (ii)Affidavit of Loss (iii)Police Report (iv)Biometric (fingerprinting) capturing after filing of application B. For Amendment/s: <ul style="list-style-type: none"> ▪Name/DOB: 						



<p>(i) Court Order (if applicable)</p> <p>(ii) Amended/Corrected PSA Birth Certificate</p> <p>(iii) Affidavit of Amendment of DOB/Name/Inclusion of Name with explanation of the discrepancies</p> <p>(iv) Biometric (fingerprinting) capturing after filing of application</p> <p>▪Citizenship/Nationality:</p> <p>(i) Official document proving change of citizenship/nationality (e.g. passport, travel document)</p> <p>(ii) Affidavit of Change of Citizenship/Nationality</p> <p>▪Civil Status:</p> <p>(i) Official document proving change of civil status (e.g. Marriage Certificate or Marriage Contract, Death Certificate or Annulment/Divorce Decree issued by PSA, court or authenticated by the Philippine Consulate);</p> <p>▪Address:</p> <p>(i) Certificate of Residence from the Barangay Captain indicating the date of actual transfer</p> <p>(ii) Affidavit of Change of Address</p> <p>C. For a Damaged ACR I-Card:</p> <p>(i) Original ACR I-Card (to be surrendered)</p> <p>(ii) Official receipts of payment for applicable fees</p> <p>(iii) Photocopy of valid passport biopage and passport pages bearing the visa implementation (non-immigrant) and/or latest arrival stamp (tourist)</p>	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general ACR I-Card information to the transacting public	5mins.	RS Registratio n Officer	Window 3 G/F
2.	Receiving and	To submit filled- out application	To evaluate the	15mins.	RS Registratio	Window 3 G/F



	evaluation of applications	form and documentary requirements	application for completeness and discrepancies , checks for derogatory record, assess fees and issue OPS. Advises re-registration applicants only, to return to window 3 after payment of fees. To sign Checklist of Requirements .		n Officer	
3.	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.		Cashier	Windows 13-16 G/F
4.	Biometric Capturing	To proceed to Alien Registration Division-Fingerprint Section for capturing of biometric information	To process capturing of subject's biometric information (photograph, fingerprints, signature) and conduct identity verification for applications with lost lcard, amendment/inclusion of name, correction of date of birth,	5mins.	Fingerprint Operator/Fingerprint Examiner	Rm 214 Window



			re-registration, ACR replacement.			
5.	Blocking of ACR I-Card	To submit application for Blocking of ACR I-Card	To implement amendment/s, block the existing ACR I-Card in the system, write/sign on the application portion for derogatory and recommendation, and issue claim stub.	10mins.	RS Registration Officer	Window 3 G/F
6.	Review		Review	1hr.	RS Acting Chief	Rm210
7.	Final Review and Approval		Final Review by the Deputy Chief and Approval by the Chief of ARD	2days	ARD Proper	G/F
8.	Release of blank cards		A list of approved applications is generated and transmitted to the Property Section for release of blank cards for Datatrail Corporation's use	2hrs.	ARD Proper, Property Section, Datatrail Corp.	G/F
9.	Printing of ACR I-Cards		Datatrail Corp.'s staff prints out ACR I-Cards according to the approved	1-3days	Datatrail Corp.	G/F



			list given by ARD Proper.			
10.	Transmittal of printed ACR I-Cards		Datatrail transmits the printed ACR I- Cards to the ARD ACR I- Card Releasing Unit at G/F Windows 41- 42. ARD staff checks the list in the transmittal, receives the printed cards, and signs Datatrail's transmittal.	1hr.	Datatrail Corp., ARD ACR I-Card Releasing Unit	Window s 41-42 G/F
11.	Releasing	To present claim stub to claim ACR I- Card	To release ACR I-Card to subject.	5mins.	ARD	Window s 41-42 G/F
12.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general ACR I-Card information to the transacting public	5mins.	RS Registratio n Officer	Window 3 G/F
DURATION / PROCESS TIME		Express	5 days	FEES	See Chart Below	
		Regular	N/A		N/A	
A	For Lost ACR I-Card: ▪ACR I-Card fee ▪Express Lane fee ▪D.O. CRTV/CRTS/CRTT/CRPE/NBCR-(Adult) ▪ACR Fee(Adult) ▪Legal Research fee ▪Express Lane fee					US \$20.00 (BSP Forex Rate) <u>P1,000.00</u> P1,000.00 P1,000.00 P 20.00 P1,000.00



B	For with Amendment/s: •ACR I-Card fee • <u>Express Lane fee</u> •Amendment fee/item •Admin.Fine/month if applicable •Admin.Fine/year if applicable	US \$20.00 (BSP Forex Rate) <u>P 500.00</u> P 1,010.00 P 200.00 P 2,000.00
C	For Damaged ACR I-Card: •ACR I-Card fee • <u>Express Lane fee</u>	US \$20.00 (BSP Forex Rate) <u>P 500.00</u>
D	For Renewal of ACR I-Card: •ACR I-Card fee • <u>Express Lane fee</u>	US \$50.00 (BSP Forex Rate) <u>P 500.00</u>

Issuance of ACR-I Card (Voluntary)

Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	Foreigners granted visa that is exempted for registration under special laws such as 47(a)(2) exempt, SIRV, SRRV, BOI, ECOZONE and those admitted under the Balikbayan Program
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly filled-out BI FORM ARD-0102 2. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay 3. Letter request addressed to the Commissioner thru ARD Chief stating the purpose for the application 4. Photocopy of Birth Certificate and or Marriage Certificate (Balikbayan admission) 5. Photocopy of Identification (ID) card from the concerned agency (i.e. PRA, BOI, PEZA, CEZA) 6. Original paper based ACR, if applicable	



Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1. 1.	OSAU Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general ACR I-Card information to the transacting public	5mins	Registratio n Officer	One Stop Action Unit (OSAU) W-5 G/F
2. 2.	Derogatory Checking and assessment of fees	To submit filled- out application form and documentary requirements	To received completed application form and documentary requirements for evaluation of completeness and discrepancies ; To conduct derogatory checking and issuance of Order Payment Slip	15mins	Registratio n Officer	OSAU W-5 G/F
3. 3.	Payment	To submit Order Payment Slip to Cashier for payment of fees	Cashier to issue Official Receipt	5mins	Cashier	W- 13 or 16 G/F
4.	Encoding and generation of application number	To submit official receipts	To receive application for data encoding in the ACR I- Card system and generation of application number	15mins	Registratio n Officer	OSAU W-5 G/F



5.	Biometric capturing	To submit applications with O.R. to Fingerprint Section for biometric capturing .	Fingerprint Examiner will ask the applicant to proof read the encoded information then electronic signing , fingerprint and photo capturing. Issuance of claim stub.	5mins	Fingerprint Examiner	W-43 G/F or Room 214 W2 or 3
6.	Review	NONE	Fingerprint Section will transmit the application to OSAU for review of OSAU Chief G/F	1 hour	OSAU Chief	G/F
7.	APPROVAL	NONE	Final review of the Deputy Chief and approval of ARD Chief	2 days	ARD PROPER	G/F
8.	Printing of ACR I-Cards		A lists of approved applications is generated and transmitted to Datatrail Corp., with blank I-Card for printing	1-3days	ARD Proper and Datatral Corp.	G/F
9.	Transmittal of printed ACR I-Cards		Datatrail transmits the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit at G/F	1hr.	Datatrail Corp., ARD ACR I-Card Releasing Unit	Windows 41-42 G/F



			Windows 41-42. ARD staff checks the list in the transmittal, receives the printed cards, and signs Datatrail's transmittal.			
10.	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	3 mins.	ARD	Windows 41-42 G/F
DURATION / PROCESS TIME		Express	3 days	FEES	ACR I-Card Fee: (BSP Forex Rate) \$50.00 Express Lane Fee: P 500.00	
		Regular	5 days		Additional Fees for BB ACR Fee P1,000.00 LRF 10.00	



Reissuance and Amendment of Entries ACR-I Card

Office or Division	Alien Registration Division	
Classification	G2C- Government to Citizen	
Type of Transaction	Complex	
Who may avail	Holders of valid ACR I-Card	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<p>Duly filled-out BI FORM ARD-0113 Original ACR I-Card Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay</p> <p>Additional Requirements:</p> <p>A. Letter request for early renewal or explanation for late renewal</p> <p>B. For a Lost ACR I-Card: (i) Affidavit of Loss (ii) Police Report (iii) Biometric (fingerprinting) capturing after filing of application</p> <p>C. For Amendment/s: ▪Name/DOB: (i) Court Order (if applicable) (ii) Amended/Corrected PSA Birth Certificate (iii) Affidavit of Amendment of DOB/Name/Inclusion of Name with explanation of the discrepancies (iv) Biometric (fingerprinting) capturing after filing of application</p> <p>▪Citizenship/Nationality: (i) Official document proving change of citizenship/nationality (e.g. passport, travel document) (ii) Affidavit of Change of Citizenship/Nationality</p> <p>▪Civil Status: (i) Official document proving change of civil status (e.g. Marriage Certificate or Marriage Contract, Death Certificate or Annulment/Divorce Decree issued by PSA, court or authenticated by the Philippine Consulate);</p> <p>▪Address: (i) Certificate of Residence from the Barangay Captain indicating the date of actual transfer (ii) Affidavit of Change of Address</p> <p>C. For a Damaged ACR I-Card:</p>		



(i)Original ACR I-Card (to be surrendered) (ii)Official receipts of payment for applicable fees	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
DURATION / PROCESS TIME		Express	5 days	FEES	See Chart Below	
		Regular	N/A		N/A	

A	For Lost ACR I-Card: ▪ACR I-Card fee ▪ <u>Express Lane fee</u> ▪D.O. CRTV/CRTS/CRTT/CRPE/NBCR-(Adult) ▪ACR Fee(Adult) ▪Legal Research fee ▪ <u>Express Lane fee</u>	US \$20.00 (BSP Forex Rate) <u>P1,000.00</u> P1,000.00 P1,000.00 P 20.00 <u>P1,000.00</u>
B	For with Amendment/s: ▪ACR I-Card fee ▪ <u>Express Lane fee</u> ▪Amendment fee/item ▪Admin.Fine/month if applicable ▪Admin.Fine/year if applicable	US \$20.00 (BSP Forex Rate) <u>P 500.00</u> P 1,010.00 P 200.00 P 2,000.00
C	For Damaged ACR I-Card: ▪ACR I-Card fee ▪ <u>Express Lane fee</u>	US \$20.00 (BSP Forex Rate) <u>P 500.00</u>
D	For Renewal of ACR I-Card: ▪ACR I-Card fee ▪ <u>Express Lane fee</u>	US \$50.00 (BSP Forex Rate) <u>P 500.00</u>



Renewal of ACR I Card without Amendment

Renewal of expired ACR I-Card

Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	Holders of valid ACR I-Card
CHECKLIST OF REQUIREMENTS	
<ol style="list-style-type: none"> 1. Duly filled-out BI FORM 2015-08-002 Rev 2. Original ACR I-Card (to be surrendered) 3. Photocopy of passport biopage, visa implementation and latest admission with valid authorized stay <p>Additional Requirements:</p> <p>A. For Immigrant Visa [MCL 07-021, Temporary Resident Visa (TRV), RA 8756/EO2226], a photocopy of Board of Commissioners (BOC) Approval</p> <p>B. For Special Non-Immigrant Visas a photocopy of Indorsement from Department of Justice</p>	
WHERE TO SECURE	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements and application forms	5mins.	OSAU Registratio n Officer	W-5 G/F
2.	Receiving and evaluation of applications	To submit filled- out application form and documentary requirements	To receive application with complete documentary requirements, evaluate completeness of application, conduct derogatory	15mins.	OSAU Registratio n Officer	W-5 G/F



			record check, issue Order of Payment Slip (OPS)			
3.	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.		Cashier	Window s 13-16 G/F
4.	Biometric Capturing	To submit application with O.R. to Fingerprint Section for biometric capturing.	Fingerprint Examiner will verify the identity as one and the same person via digitized cross- matching and then photo recapturing .	5min	Fingerprint Examiner	W-43
5.	Blocking of ACR I-Card	To submit application for Blocking of ACR I-Card	To receive application, issue a claim stu, block recommend the application in the 6ACR I- Card S7ystem ad transmit the application to OSAU Chief for review.	10mins.	OSAU Registratio n Officer	Window 5 G/F
6.	Review	None	Review	1hr.	CS Acting Chief	Rm210
7.	Final Review and Approval	None	Final Review by the Deputy Chief and Approval by the Chief of ARD	2days	ARD Proper	G/F
8.	Release of blank cards		A list of approved applications is generated	1hr	ARD Proper, Datatrail Corp.	G/F



			and transmitted to Datatrail Corp., with blank cards for printing			
9.	Printing of ACR I-Cards		Datatrail Corp.'s staff prints out ACR I-Cards according to the approved list given by ARD Proper.	1-3days	Datatrail Corp.	G/F
10.	Transmittal of printed ACR I-Cards		Datatrail transmits the printed ACR I-Cards to the ARD ACR I-Card Releasing Unit at G/F Windows 41-42. ARD staff checks the list in the transmittal, receives the printed cards, and signs Datatrail's transmittal.	1hr.	Datatrail Corp., ARD ACR I-Card Releasing Unit	Windows 41-42 G/F
11.	Releasing	To present claim stub to claim ACR I-Card	To release ACR I-Card to subject.	5mins.	ARD	Windows 41-42 G/F
DURATION / PROCESS TIME		Express	5 days	FEES		
		Regular	7days			
A	ACR I-Card Fee (converted to peso per day exchange rate)					\$50
	Express Lane Fee					500.00
	ACR Replacement Fee (if applicable)					1.000.00
	Legal Research Fee					10.00
	Express Lane Fee					500.00



B. RE-REGISTRATION APPLICANTS (reaching 14 years old)		
C	ACR I-Card Fee	\$50.00
	ACR Fee	Php1,000.00
	ICR Fee	1,400.00
	LRF	10.00
	Head Tax	250.00
	Admin fine /month	200.00

ACR I-Card Cancellation

Cancellation of ACR I-Card

Office or Division	Alien Registration Division	
Classification	G2C- Government to Citizen	
Type of Transaction	Complex	
Who may avail	Holders of ACR I-Card with downgraded visa, leaving for good, by death, visa forfeiture and arrived with tourist visa	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none">1. Two (2) copies of letter request of cancellation stating reason/s2. Original ACR I-Card (to be surrendered)3. Two photocopies of ACR I-Card (front and back portions)4. Photocopy of passport bio-page5. Photocopy of Official Receipt6. Additional requirements for:<ol style="list-style-type: none">A. Downgraded Visa – Photocopy of downgraded visaB. Death of Alien – Photocopy of Death CertificateC. Photocopy of visa forfeiture or visa cancelledD. Left for good – travel record printout of latest departure issued by CCS or photocopy of departure stampE. Arrived with Tourist Visa – travel record printout of latest arrival issued by CCS or photocopy of latest arrival stamp		

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	OSAU Information	To secure checklist of requirements and application	To provide applicant with checklist of requirements,	5mins.	OSAU Registratio n Officer	W 9-10 G/F



		form				
2.	Receiving and evaluation of applications	To submit documentary requirements	To receive and evaluate documentary requirements and to issue Order of Payment Slip (OPS)	10 mins	OSAU Registration Officer	W – 9
3.	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.		Cashier	Windows 13-16 G/F
4.	Receiving of application with O.R.	To submit documentary requirements with O.R.	To receive the requirements and Official receipts. The registration Officer will prepare the Note with Recommendation for cancellation of ACR I-Card	30 mins	OSAU Registration Officer (back room)	W – 9 G/F
5.	Review	None	Review	1hr.	CS Acting Chief	Rm210
6.	Final Review and Approval	None	Final Review by the Deputy Chief and Approval by the Chief of ARD	2days	ARD Proper	G/F
7.	Cancellation of registration	None	To implement the cancellation of ACR I-Card in the database	1hour.	OSAU Registration Officer	
8.	Releasing	To claim implemented cancellation	To release a copy of request for cancellation of ACR I-Card to the client	5 mins	OSAU Staff	W 9-10 G/F



			with "ACR I-Card cancelled stamp"			
9.	OSAU Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements,	5mins.	OSAU Registration Officer	W 9-10 G/F
DURATION / PROCESS TIME		Express	1 days	FEES	PhP 1,010.00	
		Regular	3 days			

Issuance of Paper-based Alien Certificate of Registration

Office or Division	Alien Registration Division					
Classification	G2C- Government to Citizen					
Type of Transaction	Highly Technical					
Who may avail						
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Duly filled-out ALIEN REGISTRATION FORM No.1 (Revised Form July 2000) 2. Indorsement for 47a2 by the DOJ 3. Photocopy of passport bio-page, visa implementation and latest admission with valid authorized stay 4. Six (6) pieces of 2x2 photograph of the applicant with white background and must be taken within the last three (3) months from the date of application						

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general registration information to	5mins.	CS Staff	Rm 210 Window



			the transacting public			
2.	Receiving and evaluation of application	To submit filled-out application form and documentary requirements	<p>To pre-evaluate the application for completeness and discrepancies</p> <p>To assign the application to a Registration Officer.</p> <p>To evaluate the application for completeness and discrepancies, check for derogatory record, assess fees and issue OPS.</p> <p>To sign Checklist of Requirements</p>	10-15mins.	CS Staff, CS Acting Chief, CS Registration Officer	Rm 210
3.	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.		Cashier	Windows 13-16 G/F
4.	ARP Biometrics Capturing	To proceed to Alien Registration Division for ARP capturing of biometric information	To process capturing of subject's biometric information (photograph, fingerprints, signature) and issue	5mins.	ARP Staff	G/F



			ARP stub with SSRN number.			
5.	Presentation of OR for issuance of ACR Form and logbook recording	To submit application with Official Receipt and ARP stub	To issue blank ACR and record in log book.	5mins.	CS Staff	Rm 210 Window
6.	Manual Fingerprinting	To proceed to Fingerprint Section	To process manual fingerprinting of applicant with signature (on the application, ACR, Fingerprint Chart and Index Card).	10mins.	FS Fingerprint Operator	Rm 214 Window
7.	Issuance of claim stub and preparation of ACR	To submit accomplished/ completed application for typing/preparation of ACR	<p>To issue claim stub.</p> <p>To type applicant info, paste photo, proofread and affix initial on the ACR.</p> <p>To forward the application to FS at Rm 214</p>		<p>CS Staff</p> <p>CS Registration Officer</p>	Rm 210 Window
8.	Fingerprint classification and identity verification		To verify identity record, classify fingerprints, type index card and affix initials of Fingerprint Examiner and FS Acting Chief.		FS	Rm 214



9.	Review		Review	1hr.	CS Acting Chief	Rm210
10.	Final Review and Approval		Final Review by the Deputy Chief and Approval by the Chief of ARD	2days	ARD Proper	G/F
11.	Releasing	To present claim stub to claim ACR	Transmittal of the ACR from ARD Proper G/F to CS Rm210. To release ACR to subject.	10-15mins.	ARD Proper Staff, CS Staff	G/F, Rm 210 Window
DURATION / PROCESS TIME		Express	14 days	FEES	Form P 50.00 Express Lane Fee P 500.00 TOTAL P 550.00	
		Regular	N/A		N/A	

Issuance of Order of Exemption From Payment of ACR I-Card Fees

Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Foreigners granted non-BOC approved visa (Sec.47a2 Exempt)
CHECKLIST OF REQUIREMENTS	
1. For Sec47b: Indorsement by the DOJ For RA7837: Certified True Copy of paper-based ACR, ICR and RA7837 Order 2. Photocopy of passport bio-page, visa implementation and latest admission with valid authorized stay (if applicable for Sec47b) 3. Commissioner-approved Order	
WHERE TO SECURE	



Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	Receiving of Order from Office of the Commissioner	To follow-up on DOJ Indorsement of Sec.47b visa at Alien Registration Division- Certificate Section	To receive DOJ Indorsement of Sec.47b visa with BI Commissioner JHM Order. To docket Order of Exemption number issuance per applicant name. To assign the preparation of Order of Exemption to a Registration Officer		CS Staff CS Acting Chief	Rm 210
2.	Preparation of Order of Exemption		To prepare Order of Exemption and affix signature.		CS Registration Officer	Rm 210
3.	Review		Review		CS Acting Chief	Rm210
4.	Final Review and Approval		Final Review by the Deputy Chief and Approval by the Chief of ARD		ARD Proper	G/F
5.	Releasing	To wait for advise to claim Order of Exemption and related documents	To release Order of Exemption and related documents to subject.		CS Staff	Rm 210 Window
6.	Receiving of Order from	To follow-up on DOJ	To receive DOJ		CS Staff	Rm 210



	Office of the Commissioner	Indorsement of Sec.47b visa at Alien Registration Division-Certificate Section	Indorsement of Sec.47b visa with BI Commissioner JHM Order. To docket Order of Exemption number issuance per applicant name. To assign the preparation of Order of Exemption to a Registration Officer		CS Acting Chief	
DURATION / PROCESS TIME		Express	1 day	FEES	N/A	
		Regular	3 days		N/A	

Issuance of Special Return Certificate (SRC) with Emigration Clearance Certificate (ECC) B-Series

Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	Holders of valid ACR I-Card who is departing for a temporary sojourn abroad but who intend to return (except TVV I-Card)
CHECKLIST OF REQUIREMENTS	
1. Letter request addressed to the Duly filled-out BI FORM 2015-08-001 Rev 0 2. Photocopy of ACR I-Card (front and back portion) 3. Photocopy of passport bio-page, visa implementation and latest admission with valid authorized stay	
WHERE TO SECURE	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
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1.	OSAU Information	To secure checklist of requirements and application form	To issue application form	5mins.	OSAU Staff	ARP Counter G/F
2.	Evaluation of application and assessment of fees	To submit filled-out application form and documentary requirements	To receive accomplished application form and transmit the same to the assessors at Windows 6-8 for derogatory checking and assessment of fees (OPS issuance)	10 mins	OSAU Staff	W 9-10 G/F
3.	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.		Cashier	Windows 13-16 G/F
4.	Encoding RP/SRC in the I-Card database	To submit official receipt	To encode the Official Receipt of issuance of ECC/CE and RP/SRC number and validity. Implement or notation in applicant's official receipt the	5mins	OSAU Registration Officer	W -10 G/F



			ECC/CE-B number and RP/SRC validity			
5.	Releasing	To claim the Official Receipt with notation of RP/SRC validity	To release to the applicant the Official receipt	2 mins	OSAU Staff	W 9-10 G/F
DURATION / PROCESS TIME		Express	1/2 day	FEES	See Chart Below	
		Regular	3 days			

RP/ SRC (1 YEAR) ADULT	
RP / SRC	1,400.00
ECC-B	700.00
Head Tax	250.00
LRF	30.00
Express Lane Fee	500.00
RP/SRC (6 Months) Adult	
RP / SRC	700.00
ECC-B	700.00
Head Tax	250.00
LRF	20.00
Express Lane Fee	500.00
RP / SRC (1 YEAR) MINOR	
RP / SRC	1,400.00
CE-B	200.00
LRF	20.00
Express Lane Fee	500.00
RP/SRC (6 Months) MINOR	
RP / SRC	700.00
CE-B	200.00
LRF	20.00
Express Lane Fee	500.00



Extension of Re-Entry Permit (RP), Extension of Special Return Certificate (SRC), ACR I-Card Based

Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	ACR I-Card holders residing in the Philippines who departed for a temporary sojourn abroad but intend to return with expiring or expired Re-Entry Permit (RP) or Special Return Certificate (SRC).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Duly filled-out BI FORM ARD-0112; Request letter for extension of RP/SRC addressed to the BI Commissioner thru Chief ARD 2. Photocopy of ACR I-Card 3. Photocopy of passport biopage and latest departure 4. Copy of latest Official Receipt of RP/SRC/ECC payment	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	ARD Information	To secure checklist of requirements and application form	To provide applicant with checklist of requirements , application forms and general ACR I-Card information to the transacting public	5mins.	CS Staff	Rm 210 Window
2.	Receiving and evaluation of application	To submit filled-out application form and documentary requirements	To pre- evaluate the application for completeness and discrepancies To assign the application to	10- 15mins.	CS Staff CS Acting Chief CS Registration Officer	Rm 210



			a Registration Officer. To evaluate the application for completeness and discrepancies, check for derogatory record, assess fees and issue OPS.			
3.	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.		Cashier	Windows 13-16 G/F
4.	Process RP/SRC Extension	To submit application with Official Receipt	Receives application with OR then forward it to the assigned Registration Officer. To write on the OR the valid extension of RP/SRC	5mins.	CS Staff CS Registration Officer	Rm 210
5.	Review		Review, implements RP or SRC extension in the ACR I-Card system	5mins.	CS Acting Chief	Rm210
6.	Releasing	To wait for advise to claim	To release Extension of RP or SRC	1min.	CS Staff	Rm 210 Window



		Extension of RP or SRC documents	documents to subject.			
DURATION / PROCESS TIME		Express	1 day	FEES	For one (1) year: P 2,020.00 + 500.00 (MR) For six (6) months: P 1,510.00 + 500.00 (MR)	

Issuance of Emigration Clearance Certificate Series with ACR I-Card Cancellation – Leaving for Good For Student Visa Holders Under Section 9(F)

The Student Visa Section shall downgrade the foreign student's Student Visa to 9(a) Tourist Visa who wishes to depart the Philippines on a permanent basis upon submission and compliance with all the prescribed requirements.

Compliance with the prescribed requirements:	
Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	All foreign nationals who are holders of 9(F) Student Visas downgraded to 9(A) Tourist Visas and issued Order to Leave.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1) Exit Clearance Certificate (ECC) Form; 2) Letter Request for Cancellation of ACR I-Card; 3) Downgrading Order; 4) Original ACR I-Card; 5) 3 pieces of recent 2x2 picture (white background); 6) Photocopy of Letter Request for Downgrading; 7) Photocopy of passport bio-page, latest arrival, latest 9(f) extension and downgrading stamp; 8) Original official receipt of downgrading, ECC, annual report and cancellation fee; and 9) Photocopy of original official receipt of downgrading, ECC, annual report and cancellation fee.	



Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	10 minutes	Receiving staff/office	Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall Complex
2.	Receive and review or evaluate applications / documentary requirements	To submit duly accomplished application form and supporting documents and to surrender ACR I-Card	To review completeness of application details and enter applicant's details in the system.	2 days (Express) 6 days (Regular)	Evaluation Officer Data entry staff/officer	Window 2, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall Complex
3.			To issue Order of Payment Slip.	10 minutes	Assessors	



4.	Payment	To submit Order of Payment Slip and payment to Cashier	To issue Official Receipt and claim stub.	10 minutes	Cashier	Window 1, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall Complex
5.	Information Capturing/ Biometric Information	To appear for biometrics information capturing	To process capturing of biometrics information.	10 minutes	Data capture staff/ officer	Window 5, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall Complex
6.	Release of approved application	To submit claim stub	To release of requested certificate.	5 minutes	Implement or	Window 3, Student Visa Section, 2 nd Floor, Civic Center Building



						Quezon City Hall Complex
DURATION / PROCESS TIME	Express	3 days	FEES	PhP 1,210.00		
	Regular	7 days				

Special Study Permit (SSP)

The Special Study Permit (SSP) is issued to a foreign national who seeks to enroll in a non-degree course in a duly accredited learning institution in the Philippines. It is also issued to foreign nationals of minor age who seek to enroll in duly accredited learning institutions, and to foreign nationals who seek to enroll in professional aviation courses in duly accredited learning institutions.

Office or Division	Alien Registration Division
Classification	G2C- Government to Citizen
Type of Transaction	Highly Technical
Who may avail	All foreign nationals, who are: 1) Below 18 years old and enrolled in bachelor degree courses; 2) Enrolled and admitted in a non-degree course; or 3) Enrolled and admitted in a short course of less than one (1) year or two (2) year courses and TESDA courses; or 4) Enrolled and admitted in an English Language Program; or 5) Enrolled in Pre-school, Primary or Secondary Levels; and 6) Cross-enrollees.
CHECKLIST OF REQUIREMENTS	
1. Letter request addressed to the Commissioner from the representative of the petitioning school; 2. accomplished CGAF (BI Form CGAF-003-Rev 0). If the applicant is a minor, it shall be signed by the parent or the legal guardian; 3. Photocopy of passport bio-page and latest admission with valid authorized stay; 4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) or the technical/vocational, special and/or primary or secondary level courses for	
WHERE TO SECURE	



applicants below 18 years of age; 5. Photocopy of BI school accreditation ID of the registrar or school representative; 6. National Bureau of Investigation (NBI) Clearance, in case of flying schools; and 7. BI Clearance Certificate.	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	Preparation of necessary documents based on the checklist of requirements	To secure checklist of requirements and application form	To provide applicant with checklist of requirements, application forms and general information to the transacting public.	10 minutes	Receiving staff/office	Information Counter, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall Complex
2.	Receive and review or evaluate applications / documentary requirements	To submit duly accomplished application form and supporting documents	To review completeness of application details	2 days (Express) 3-4 days (Regular)	Evaluation Officer	Window 2, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall



						Complex
3.			To enter applicant's details in the system.	10 minutes	Data entry staff/officer	
4.			To issue Order of Payment Slip.	10 minutes	Assessors	
5.	Payment	To submit Order of Payment Slip and payment to Cashier	To issue Official Receipt and claim stub.	10 minutes	Cashier	Window 1, Student Visa Section, 2 nd Floor, Civic Center Building, Quezon City Hall Complex
DURATION / PROCESS TIME		Express	3 days	FEES	PhP 5,240.00 + ACR I-Card Fee of USD50.00 (BSP Forex Rate)	
		Regular	7 days		PhP 3,740.00 + ACR I-Card Fee of USD50.00 (BSP Forex Rate)	



Disembarkation / Sign-Off for Filipino Seafarers

Request for clearance of disembarking Filipino seafarers

Office or Division	Immigration Regulation Division – Seaport Operations Section
Classification	G2C- Government to Citizen
Type of Transaction	Simple
Who may avail	Local Shipping Companies and Seafarers.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ol style="list-style-type: none"> Four (4) copies of letter addressed to the Commissioner from the shipping or manning agent allowing signing-off for Filipino seafarers, duly received by the SOS prior to arrival of the vessel Derogatory record verification (no derogatory stamp) Photocopy of seaman's passport biopage Photocopy of seaman's book Photocopy of vessel's crew list duly signed by the Captain; Accomplished Immigration Arrival Card. 	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	CRU Filing	Shipping Agent/Receive NOA	CRU Stamp "Received" Impression/ Record and Endorse to SOS	CRU Disposition	CRU Staff	21
2.	SOS Receiving	Shipping Agent/Submit NOA	SOS Stamp "Received" Impression	1-3 mins	SOS Staff	2
3.	Derogatory Checking	Verification of Derogatory Records	Derogatory Remarks Impression	10-20 mins	VCD Staff	307
4.	Evaluation/ Recommendation	Submission/ evaluation of documents for change crew	Review of Documents presented	10-25 mins	SOS Staff	2
5.	Action taken	Approval of Application	Affix Signature	3-5 mins	SOS Chief/Alternate signatory	N/A
6.	Releasing	Give copy of	Attach copy of	1-3	SOS Staff	4



		Different Disembarking Filipino to Agent	Approved Filipino Sign-Off	mins		
DURATION / PROCESS TIME	Express		w/in 1 hour	FEES	N/A	
	Regular					

Repatriation / Sign-Off for Foreign Seafarers

Request for clearance for disembarking foreign seafarers

Office or Division	Immigration Regulation Division – Seaport Operations Section					
Classification	G2C- Government to Citizen					
Type of Transaction	Simple					
Who may avail	Local Shipping Companies					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
<ol style="list-style-type: none"> Four (4) copies of letter addressed to the Commissioner from the shipping or manning agent allowing signing-off for Filipino seafarers, duly received by the SOS prior to arrival of the vessel Two (2) copies of original guaranty letter from the local shipping manning agency Derogatory record verification (no derogatory stamp) Shipping notice/advice of vessel's arrival Photocopy of seaman's passport biopage Photocopy of seaman's book Photocopy of vessel's crew list duly signed by the Captain; Confirmed airline ticket 						

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	CRU Filing	Shipping agent/Receive NOA	CRU Stamp "Received" Impression	CRU Disposition	CRU Staff	21
2.	SOS Receiving	Shipping agent/Receive NOA	SOS Stamp "Received" Impression	1-3 mins	SOS Staff	1
3.	Derogatory Checking	Verification of Derogatory Records	Derogatory Remark Impression	10-15 mins	VCD Staff	307
4.	Evaluation/ Recommendation	Submission/ evaluation of	Review of Documents	10-25 mins	SOS Staff	1



	tion	documents for change crew	on-hand			
5.	Action Taken	Approval of Application	Affix Signature	3-5 mins	SOS Chief/Alter nate signatory	N/A
DURATION / PROCESS TIME		Express	Within 1 Hour	FEES	Certificate of Waiver of Exemption (CE) Php 1,000.00 Legal Research Fee Php 10.00 Express Fee Php 500.00	
		Regular	-		-	

Joining / Sign-On for Filipino Seafarers

Request for clearance for embarking Filipino Seafarers

Office or Division	Immigration Regulation Division – Seaport Operations Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Simple	
Who may avail	Local Shipping Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> Four copies of letter request addressed to the Commissioner from the shipping/manning agency stating the name of the ship and the port of arrival of the vessel; Derogatory record verification (no derogatory stamp) Two (2) copies of original guaranty letter from the local shipping manning agency Shipping notice/advice of vessel's arrival Original and photocopy of seaman's passport biopage Original and photocopy of seaman's book Original and photocopy of contract of employment Original and photocopy of POEA Overseas Employment Certificate Accomplished Immigration Departure Card Two (2) copies of Joining Filipino Seafarer Notice of Allow (IRD03.QF.003.B) addressed to the Alien Control Officer, if joining (sign-on) at the subport. 		



Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	CRU Filing	Shipping Agent/Submit NOA	CRU shall stamp a "Received" Impression	CRU Dispositi on	CRU Staff	21
2.	SOS Receiving	Shipping Agent/Submit NOA	SOS shall stamp "Received" Impression	1-3 mins	SOS Staff	2
3.	VCD for Derogatory Checking	Verification of Derogatory Records	Derogatory Remarks Impression	10-20 mins	VCD staff	307
4.	Evaluation/ Recommen dation	Submission/ evaluation of documents for change crew	Review of documents presented	10-30 mins	SOS Staff	2
5.	Action taken	Approval of Application	Affix Signature	3-5 mins	SOS Chief/Alter nate signatory	N/A
6.	Releasing	Give copy of Approved Filipino Joiner	Attach Copy of Approved Filipino Sign- On	1-3 mins	SOS Staff	4
DURATION / PROCESS TIME		Express	w/in 1 hour	FEES	N/A	
		Regular				

Joining / Sign-On for Foreign Seafarers

Request for clearance for embarking foreign seafarers

Office or Division	Immigration Regulation Division – Seaport Operations Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Simple	
Who may avail	Local Shipping Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Four copies of letter request addressed to the Commissioner from the shipping/manning agency stating the name of the ship and the port of arrival of the vessel; 2. Two (2) copies of original guaranty letter from the local shipping manning agency		



3. Photocopy of seaman's passport biopage 4. Photocopy of Seaman's Visa issued by the Philippine Foreign Service Post; 5. Accomplished Immigration Departure Card 6. If no seaman's visa, submit the following: a) Letter of explanation stating the reasons/s for failure to secure Seaman's Visa; b) Approval by the Chief, SOS on the request from the shipping/manning agency; c) Original and Photocopy of the official receipt of payment of administrative fine/s	
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Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	CRU Filing	Shipping Agent/Receive/ Submit NOA	CRU Stamp "Received" Impression	CRU Disposition	CRU Staff	21
2.	SOS Receiving	Shipping Agent/Receive NOA	SOS Stamp "Received" Impression	1-3 mins	SOS Staff	1
3.	Derogatory Checking	Verification of Derogatory Records	Derogatory Remarks Impression	10-15 mins	VCD Staff	307
4.	Evaluation/ Recommendation	Submission/ evaluation of documents for crew change	Reviewing Documents on-hand	10-25 mins	SOS Staff	1
5.	Action taken	Approval of Application	Affix Signature	3-5 mins	SOS Chief/Alternate signatory	N/A
6.	SOS Escort	Will bring seafarers to vessel	Dissemination of Assignment	2 to 3 hours before ETA or ETD of flights	SOS Personnel	4
DURATION / PROCESS TIME		Express	w/in 1 hour	FEES	N/A	
		Regular				



Submission of Notice of Arrival (NOA) – Local

Advice of local vessel arrival to the Commissioner thru SOS

Office or Division	Immigration Regulation Division – Seaport Operations Section	
Classification	G2C- Government to Citizen	
Type of Transaction	Simple	
Who may avail	Local Shipping Companies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
One (1) copy of Letter/Notice addressed to the Commissioner thru the Acting Chief, SOS indicating the name of the vessel, type of vessel, date and time of estimated arrival in the Philippines, port of arrival, number of crew and number of passengers, if any. The NOA should bear the shipping company logo and/or letterhead and the contact details of the shipping agent.		

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1.	CRU Filing	Shipping Agent/Submit NOA	CRU Stamp “Received” Impression, Record and Endorse to SOS Office	CRU Dispositi on	CRU Staff	21
2.	SOS Receiving	Shipping Agent/Submit NOA	SOS Stamp “Received” Impression	1-3 mins	SOS Staff	1
3.	Evaluation/ Recommen dation	Submission of NOA and Crew List	Review of Documents Presented	10-25 mins	SOS Staff	1
4.	Action taken	Approval of Application	Affix Signature	3-5 mins	SOS Chief/Alter nate signatory	N/A
5.	Transmittal of NOA by E-mail or Fax	Transmit NOA	Dissemination of NOA to respective sub-port	3-5 mins	SOS Staff	4
DURATION / PROCESS TIME		Express	w/in 1 hour	FEES	N/A	
		Regular				



Submission of Notice of Arrival (NOA) – Local

Advice of international vessel arrival to the Commissioner thru SOS

Office or Division	Immigration Regulation Division – Seaport Operations Section
Classification	G2C- Government to Citizen
Type of Transaction	Simple
Who may avail	Local and International Shipping Companies
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
One (1) copy of Letter/Notice addressed to the Commissioner thru the Acting Chief, SOS indicating the name of the vessel, type of vessel, date and time of estimated arrival in the Philippines, port of arrival, number of crew and number of passengers, if any. The NOA should bear the shipping company logo and/or letterhead and the contact details of the shipping agent.	

Step	Process	Procedure/Requirement	Time Frame	Person In Charge/ Unit
1.	Evaluation	Submission of Notice of Arrival (NOA) of Cruise Ship	30 working days prior to date of actual arrival of vessel in the country	Shipping Agencies
2.	Nomination	Nomination of Officers for International Boarding Assignment	5 days	IRD/POD/Seaport Main Office/ Extension Office/ District Office
3.	Completion	Completion of the following documents: Certificate of availability of funds Certificate of No Pending Workload Certificate of No Derogatory Record Endorsement of SOS Chief to OCOM	10 days	FMD IRD/POD/Seaport Main Office/ Extension Office/ District Office BOD OCOM
4.	Endorsement	1 st Endorsement of OCOM for Department of Justice (DOJ)	5 days	OCOM
5.	Action taken	Approval of Travel Authority; 2 nd Endorsement from DOJ to BI	10 days	DOJ



School Accreditation

Authorization and accreditation of schools with programs accredited by the Federation of Accrediting Agencies of the Philippines (FAAP) or with the equivalent accreditation by the Commission on Higher Education (CHED) and by the Bureau of Immigration to admit foreign students

Office or Division	Immigration Regulation Division – Student Visa Section
Classification	G2C- Government to Citizen
Type of Transaction	Complex
Who may avail	All authorized representatives or liaison officers of a duly recognized and accredited Schools, Colleges, Universities, Medical Institutions, Flying Schools and English as a Second Language (ESL) Schools.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<ol style="list-style-type: none"> 1. Securities and Exchange Commission (SEC) Registration/Articles of Incorporation/By-Laws for a private institution or Charter for State Universities and Colleges; 2. Certificate of Accreditation issued by Federation of Accrediting Agencies of the Philippines (FAAP); 3. Commission on Higher Education (CHED)/ Department of Education (DepEd)/ Technical Education and Skills Development Authority (TESDA) accredited courses and program; 4. Information Bulletin; 5. Faculty Profile; 6. Pictures of buildings, laboratories and libraries; and 7. Letter request for accreditation indicating programs to be accredited. 	

Step	Process	Client/ Applicant Action	Service Provider Action	Time Frame	Person In Charge/ Unit	Window No.
1	Preparation of necessary documents based on the checklist of requirement	To secure checklist of requirements and application form	To provide applicant with checklist of requirements , application forms and general	10 minutes	Receiving staff/office r	Informa tion counter , Student Visa Section ,



	s		information to the transacting public.			2 nd floor, Civic Center Building, Quezon City Hall Complex
2	Receive and review or evaluate applications / documentary requirements	To submit duly accomplished application form and supporting documents	To review completeness of application details and enter applicant's details in the system.	2 days (Express) 6 days (Regular)	Evaluation Officer Data entry staff/officer	Window 2, Student Visa Section, 2 nd floor, Civic Center Building, Quezon City Hall Complex
			To issue Order of Payment Slip for Application fee.	10 minutes	Assessors	
3	Payment	To submit Order of Payment Slip and payment to cashier	To issue Official Receipt.	10 minutes	Cashier	Window 1, student visa section, 2 nd floor, civic center



						building , Quezon City hall complex
4	School inspection by BI-SVS officers ¹	To assist BI inspection team	To conduct ocular inspection of the school premises and to prepare inspection report.	3 months (Express or Regular)	Inspection Officer	Student visa section, 2 nd floor, Civic Center Building , Quezon City Hall Complex
5	Issuance of Order of Payment Slip	To present notice of payment	To issue Order of Payment Slip for Accreditation fee.	10 minutes	Assessors	Window 2, Student Visa Section, 2 nd floor, Civic Center Building , Quezon City Hall Complex
6	Payment	To submit Order of	To issue Official	10 minutes	Cashier	Window 1,

¹ Time frame is dependent on availability of officers for inspection, availability of institution staff for presence at inspection, and time frame of issuance of Travel Order for School Inspectors by the Office of the Commissioner of Immigration.



		Payment Slip and payment to cashier	Receipt and claim stub			Student Visa Section, 2 nd floor, Civic Center Building, Quezon City Hall Complex
7	Release of approved application	To present Official Receipt / Claim Stub	To release accreditation order duly signed by the commissioner	5 minutes	Implementors	Window 3, Student Visa Section, 2 nd floor, Civic Center Building, Quezon City Hall Complex
DURATION / PROCESS TIME		Express	1-2 Months	FEES	Regular Schools PhP 10,510.00	
		Regular	3 Months		ESL Schools PhP 50,510.00	
					Regular Schools PhP 10,010.00	
					ESL Schools PhP 50,010.00	



FEEDBACK AND REDRESS MECHANISMS

How to send feedback

For any complaints, comments or suggestions, you may:

1. Answer the client feedback form and drop it in the designated drop box in front of all BI Offices;
2. Approach our Public Information and Assistance Counter at the Ground Floor, BI Main Office or at the entrance of any immigration Subport Office;
3. Email us at xinfo@immigration.gov.ph;
4. Call our Hotline numbers (632) 8-465-2400 or (632) 8-524-3769; or
5. Message us via our Social Media Platform www.facebook.com/officialbureauofimmigration

How feedbacks are processed

The Committee on Good Governance opens the drop boxes and compiles all feedback submitted.

Feedback requiring answers are forwarded to the relevant offices as they are required to answer within three (3) days upon receipt of the feedback.

The answer of the office is then relayed to the citizen.





FEEDBACK AND REDRESS MECHANISMS

How to file a complaint

1. Answer the client feedback form and drop it in the designated drop box in front of all BI Offices;
2. Approach our Public Information and Assistance Counter at the Ground Floor, BI Main Office or at the entrance of any immigration Subport Office;
3. Email us at xinfo@immigration.gov.ph;
4. Call our Hotline numbers (632) 8-465-2400 or (632) 8-524-3769;
5. Message us via our Social Media Platform www.facebook.com/officialbureauofimmigration; or
6. File a notarized complaint in triplicate, addressed to the Commissioner, through the Board of Discipline and submit it to the Central Receiving Unit, 1st Floor of the BI Main Office

How complaints are processed

The Committee on Good Governance opens the feedback box and evaluates each complaint.

Upon evaluation, the CGG personnel shall start the investigation and forward the complaint to the relevant office for their explanation.

The CGG shall create a report after the investigation and shall submit it to the Head of Agency for appropriate action.

The Complaints Officer will give the feedback to the client.

Formal complaints shall be assessed by the Board of Discipline, and recommendations shall be forwarded for action by the Department of Justice.





MAIN OFFICE DIRECTORY

Magallanes Drive, Intramuros 1002 Manila
Trunk Line Number : (632)8-465-2400
Direct Line : (632) 8-547-3769
Email Address : xinfo@immigration.gov.ph
immigPH@gmail.com
binoc_immigration@hotmail.ph

Board of Commissioners

OFFICE	ROOM ASSIGNMENT	CONTACT INFORMATION
OFFICE OF THE COMMISSIONER Jaime H. Morente	Room 208, 2nd Floor, BI Main Office Building	TF 5-309-7752 8-527-32-48 Loc. 231, 233
OFFICE OF THE ASSOCIATE COMMISSIONER Atty. J. Tobias M. Javier	Room 203 2nd Floor, BI Main Office Building	TF 8-527 – 5655 DL 8-527 – 3316 Loc. 251
OFFICE OF THE ASSOCIATE COMMISSIONER Atty. Aldwin F. Alegre	Room 205-207, 2nd Floor, BI Main Office Building	F 5-309 – 7662 Loc. 205



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immigPH@gmail.com
binoc_immigration@hotmail.ph

GROUND FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
ALIEN REGISTRATION DIVISION (ARD) Chief Jose Carlitos Z. Licas	Window 1	F 8-527-5656	101 126
CASH SECTION Acting Chief, Winston S. Fuertez	Window 13-16 and 26-28	TF 8-527-3280	103 (Chief) 109, 114,
CENTRAL RECEIVING UNIT (CRU)/ PUBLIC INFORMATION ASSISTANCE UNIT (PIAU) Acting Chief, Ruthelia D. Valmoria	Window 12, 17, 20, 21		135, 136 (CRU) 107 (PIAU)
CERTIFICATE AND COMPLIANCE SECTION (CCS) Acting Chief, Atty Vicente G. Uncad	Window 23-25	5-310-4460	110
CIVIL SECURITY UNIT (CSU) Acting Chief, Jose Romain P. Estanislao	Lobby	-	111 (Lobby) 112 (Office)
DATA TRAIL	Window 43	8-525-7557	-
GENERAL SERVICES SECTION (GSS) Acting Chief, Vivienne A. Candelario	-	TF 5-301-0972/ DL 8-527-5659	113,131, 132
MEDICAL AND DENTAL CLINIC OIC, Dr. Alfredo G. Cunanan	Rm No. 104	8-527-3303	128



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immigPH@gmail.com
binoc_immigration@hotmail.ph

GROUND FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
ONE STOP ACTION UNIT (OSAU) Acting Chief, Julius M. Cortes	Window 5,6,7,8	8-527-3287	104
PROPERTY MANAGEMENT SECTION Acting Chief, Joseph A. Abundo (Loc. 105)	101	TF 8-523-0205 DL 8-527-3315	133, 105
TOURIST VISA SECTION (TVS) Acting Chief, Mark Leslie P. Gonzales	Window 29-35	TF 5-336 – 6958	102



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immigPH@gmail.com
binoc_immigration@hotmail.ph

SECOND FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
OFFICE OF THE COMMISSIONER Commissioner Jaime H. Morente	Rm No.208	TF 5-309-7752 8-527-32-48	231, 233
OFFICE OF THE BOARD OF SECRETARY Board Secretary, Atty. Jing Oliver A. Balina	Rm No. 204	F 8-527-5654	237, 238
OFFICE OF THE ASSOCIATE COMMISSIONER Deputy Commissioner Atty. Aldwin F. Alegre	Rm No. 205-207	F 5-309 – 7662	205
OFFICE OF THE ASSOCIATE COMMISSIONER Deputy Commissioner J. Tobias M. Javier	Rm No. 203	TF 8-527 – 5655 DL 8-527 – 3316	251
Accreditation Unit Head Accreditation Unit, Atty.Cris Villalobos	Rm No. 210	-	230
ALIEN REGISTRATION DIVISION (ARD) Chief, Jose Carlitos Z. Licas			227
REGISTRATION SECTION Acting Chief, Cesario Dennis B. Mateo			
CERTIFICATE SECTION Acting Chief, Ronaldo S. Demillo	Rm No. 104	8-527-3303	207



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immigPH@gmail.com
binoc_immigration@hotmail.ph

SECOND FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
BI NATIONAL OPERATIONS CENTER (BINOC) Acting Chief, Melvin P. Mabulac (Loc. 213)	Rm No. 212	Trunk Line (8-4652400) Direct Line (8-5243769) Fax Numbers 8-523 – 5081 8-523 – 6615	200, 213, 260, 261
			224
			226
FINANCE MANAGEMENT DIVISION (FMD) Chief, Judith F. Ferrera	Rm No. 209	Accounting: DL 8-527 – 5661/ F 8-527 – 3317/ Budget: TF 5-310 – 4539/ Management: DL 8-527 – 3282	215,216,217,218,210
			211,214
			212,219,220
201 FILE	Rm No. 201	-	247



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immigPH@gmail.com
binoc_immigration@hotmail.ph

THIRD FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
ALIEN REGISTRATION DIVISION (ARD) Chief Jose Carlitos Z. Licas	Window 1	F 8-527-5656	101 126
ADMINISTRATIVE DIVISION Chief, Mary Ann Q. Caranto	Rm. 323	F 5-310-4546 DL 8-527-3824	301, 317, 310, 325
ANTI-FRAUD SECTION Acting Chief, Marivic R. Beltrano	-	F 8-527-5374/ F 5-310-4529	327, 328
BAY SERVICE SECTION Acting Chief, Alnazib A. Decampong	Rm No. 308	TF 8-527-3249 TL 5-309-76-68 FAX Loc. 343	308, 336
BOARD OF DISCIPLINE (BOD)	323	TL 5-310-1108	323
CENTER FOR TRAINING AND RESEARCH (CTR) Atty. Ronaldo P. Ledesma	Rm No. 320	-	309, 326
COMMISSION ON AUDIT (Resident COA) Auditor, Lourdes S. Guevara	Rm No. 302	TF 8-527-32-68	315, 344
DISBURSEMENT Head, Teresita S. Concina	Rm No. 322	F 8-527-5662	308, 324



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immigPH@gmail.com
binoc_immigration@hotmail.ph

THIRD FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
IMMIGRATION REGULATION DIVISION (IRD) Chief, Rogelio D. Gevero Jr.	Window 22 GF	F 5-310-4533 DL 5-310-4540	130 306
	Rm. 308	TF 5-309-76-68 F 8-525-80-14	306 343
INTELLIGENCE DIVISION Acting Chief, Fortunato S. Manahan Jr.	Rm No. 316	F 8-527-32-73	330
ANTI-TERRORISM GROUP Acting Chief, Fortunato S. Manahan Jr.	Rm No. 309	TF 8-527-63-39	316, 347
PAYROLL SECTION Acting Chief, Rhubie M. Tamayo	Rm No. 320	TL 8-527-3265	320
PERSONNEL SECTION Acting Chief, Thelma DG Guiritan	Rm No. 321, 322	DL 8-527-63-40 F 5-310-45-38	321, 322
PRESS MEDIA	Rm No. 301	5-310-44-56	-
RECORDS SECTION Acting Chief, Hannerlyn Mae T. Salmon	Rm No. 314	TF 8-527-3253/ 5-310-4462/ 5-310-5004	332, 313, 333, 334



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THIRD FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
VERIFICATION AND COMPLIANCE DIVISION (VCD) Acting Chief, Zanaiah V. Siton	Rm No. 305	5-310-4535	312 311
RMSS	3RD FLOOR	-	319, 335
Imaging/Records	-	-	-
Conference Room	-	-	234
Conference Room	-	-	318
CGG	POD	-	TERMINAL 3
COOP	-	8-405 – 0173	-
Buklod	-	5-523 – 2951	-
Bids and Awards Committee (BAC)	BF BLDG.	DL 5-522 – 3306	-



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binoc_immigration@hotmail.ph

FOURTH FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
LEGAL DIVISION Chief, Atty. Arvin Cesar Santos	Rm No.420	F 5-527-3259	441,403
Legal Research and Evaluation Section Atty. Liza Julie G. Interior-Madera	Rm No.436	-	428
Visa Section Head, Atty. Nancy Lyn C. Tagle	Rm No. 426	F 5-310-0111	435
Atty. Henry B. Tubban	Rm No. 417	F 5-310-0111	402
Atty. Cris Villalobos	Rm No. 419	-	412
Atty. Pio Rodulfo	Rm No. 420	-	410
Atty. Carlos B. Capulong (loc. 432)	Rm No. 430	8-527-3281	431
Atty. Maria A. Razelli Razon	Rm No. 434	-	434



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binoc_immigration@hotmail.ph

FOURTH FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
Atty. Ronaldo G. Deray	Rm No. 425	5-310-4532	417
BOARD SECRETARY/ BOARD OF COMMISSIONER (BOC) Secretary, Atty. Jing Oliver A. Balina	Rm No. 404	TF 8-527-5854 8-523-6183	237, 238
DEPORTATION and IMPLEMENTATION UNIT Atty. Victor Andrew A. Siriban (Loc. 408)	Rm No. 415 & 424	-	408, 437
Atty. Homer Arellano	Rm No.423	-	415
Atty. Ma. Laarni Rycelle Gabriana (413)	Rm No. 421	DL 8-527-3261	413 & 414
Atty. Marco Paulo Taruc	Rm. No. 422	-	439
Atty. Flordeliza B. Flora	Rm No. 432	-	430
Atty. Gemma Armi M. Dela Cruz	Rm No. 440	-	424



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FOURTH FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
DEROGATORY Atty. Cris Villalobos	Rm No. 429	-	421
S.I. Jake Teaño S.I Leland Nicanor Lacanienta	Rm No. 442	8-527-3296	422, 423
S.I. Jaryx Jaro	Rm No. 425	-	417
Atty. Marco Paulo Taruc	Rm. No. 422	-	439
BSI Atty. Gregorio G. Sadiasa	Rm No. 408	TF 8-527-3274	404
RA 9225 (DUAL CITIZENSHIP) Acting Chief, Atty. Giselle B. Remulla-Sacorum	Rm No. 401	5-301-0756	458, 459
OFFICE OF THE BSI EXECUTIVE CHAIRMAN Atty. Ronaldo P. Ledesma	Rm No. 416	TF 8-527-3276 DL 8-527-3397	-
Atty. Marcela P. Malaluan	Rm No. 403	DL 8-527-3277	405



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OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
Atty. Ludmilla L. Calo	Rm No. 407	DL 8-525-15-53	-
Atty. Ruben C. Casibang, Jr	Rm No. 406	-	456
BOARD OF SPECIAL INQUIRY (BSI) Acting Chief, Atty. Gregorio G. Sadiasa (BSI)	Rm No. 409	5-301-0971	-
RA 7919 Unit Atty. Emmanuel Anthony Vera, Jr.	Rm No. 411	-	463
Atty. Vicente G. Uncad	Rm No. 412	5-313-7876	452,453
Atty. Zyra Mae Male	Rm No. 414	DL 8-527-5380	451
Atty. Jing Oliver Balina	Rm No. 428	-	433
Atty. Maricel Sulit	Rm No. 427	-	418, 419



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immigPH@gmail.com
binoc_immigration@hotmail.ph

FOURTH FLOOR

OFFICE	ADDRESS/ ROOM ASSIGNMENT	CONTACT INFORMATION	
		DIRECT LINES	LOCAL EXTENSIONS
FUGITIVE SEARCH UNIT (FSU) Chief Bobby R. Raquipo	Rm No. 402	DL 8-522-4856 TF 8-527-7400	401
MANAGEMENT INFORMATION SYSTEMS DIVISION, Acting Chief Engr. Dino C. Vizconde	Rm No. 418	TF 8-527-3310	444, 447 450 466
BI WARDEN FACILITY AND PROTECTION UNIT Acting Chief, OIC, Remiecar C. Caguiron	Camp Bagong Diwa, Taguig City	Exclusive Direct Line 8-478-3539	-

CERTIFICATE OF COMPLIANCE

Pursuant to Republic Act No. 11032: An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act of 2007, and for Other Purposes

I, JAIME H. MORENTE, Filipino, of legal age, Commissioner of the Bureau of Immigration, the person responsible and accountable in ensuring compliance with Section 6 of the Ease of Doing Business and Efficient Government Service Delivery Act of 2018, hereby declare and certify the following facts:

- 1) The Bureau of Immigration including its 10 Divisions has established its service standards known as the Citizen's Charter that enumerates the following:
 - a. Vision and mission of the agency;
 - b. Government services offered;
 - i. Comprehensive and uniform checklist of requirements for each type of application or request;
 - ii. Step-by-step procedure to obtain a particular service;
 - iii. Person responsible for each step;
 - iv. Maximum time needed to conclude the process;
 - v. Document/s to be presented by the applicant or requesting party, if necessary;
 - vi. Amount of fees, if necessary; and
 - c. Procedure for filing complaints.
- 2) The Citizen's Charter is posted as an information billboard through interactive information kiosks, electronic billboards, posters, tarpaulins standees, or any other readable materials that could be easily understood by the public.
- 3) The Citizen's Charter is posted at the main entrance of the office or at the most conspicuous place of all the said service offices.
- 4) The Citizen's Charter is written either in English, Filipino, and/or in the local dialect and published as an information material.
- 5) The Citizen's Charter is uploaded on the agency's website through a tab or link specifically for the Citizen's Charter, located at the most visible space or area of the website, or as a link under the Transparency Seal.
- 6) There is an established Client Satisfaction Measurement per service in the respective offices.

This certification is being issued to attest to the accuracy of all the foregoing based on available records and information that can be verified.

27 DEC 2019

IN WITNESS WHEREOF, I have hereunto set my hand this ____ of _____, 2019 in Manila, Philippines.


JAIME H. MORENTE

Commissioner
Bureau of Immigration

27 DEC 2019

SUBSCRIBED AND SWORN to before me this ____ of _____ 2019 in Manila, Philippines, with affiant exhibiting to me his/her (government-issued ID) issued on (date of issuance) at (place of issuance).

ATTY. RANDY E. BARENG
NOTARY PUBLIC / ADMINISTERING OFFICER

NOTARIAL COMMISSION NO. 2018-024

PTR NO. 8010042, 01/03/2019

MCLE NO. VI-0028002, ISSUED ON JULY 29, 2019

ROLL NO. 47692, IBP MANILA, 017530, 11/22/2017

916-1 URC Bldg., Blumentritt St., Sampaloc, Manila

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